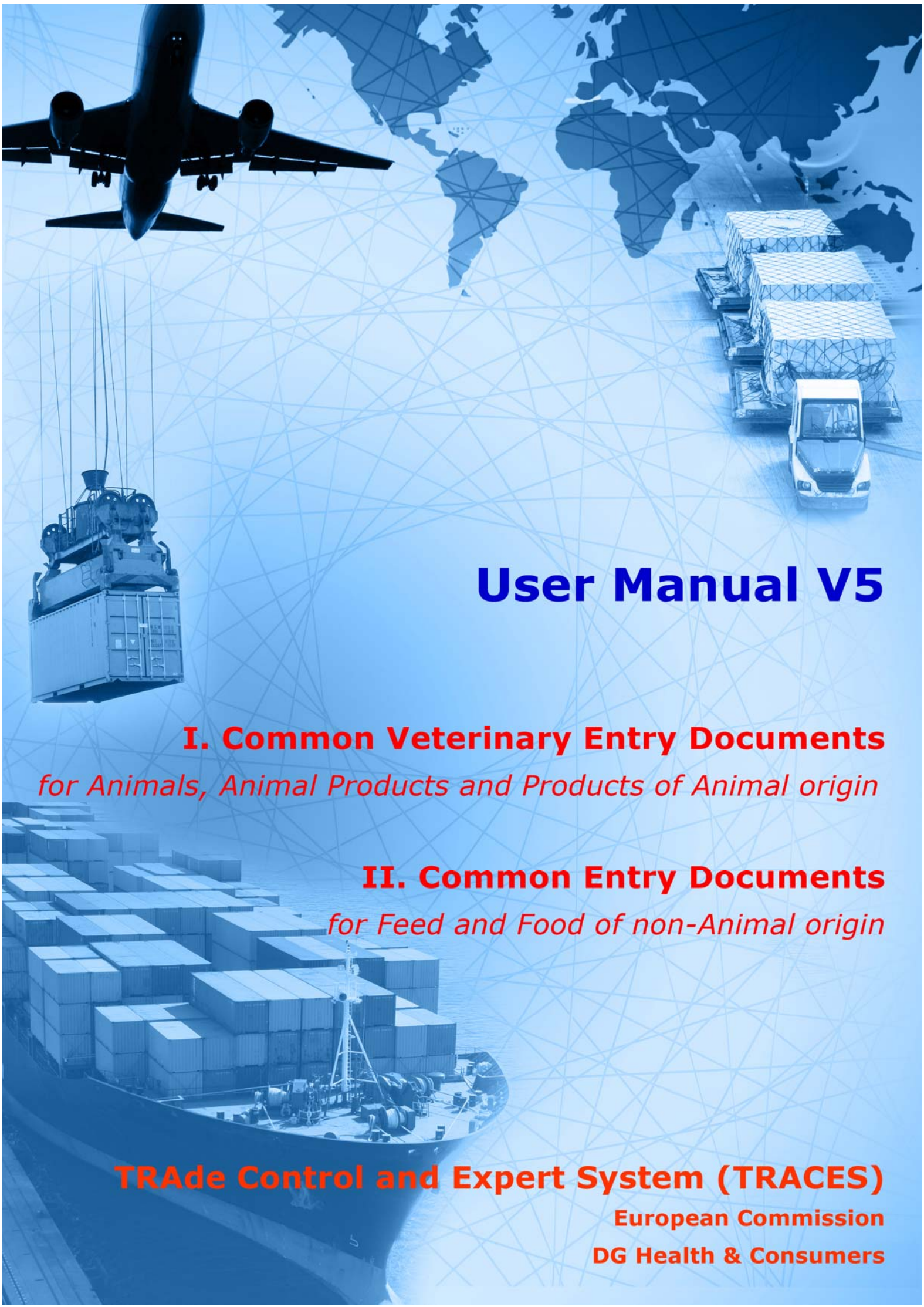

User Manual V5

I. Common Veterinary Entry Documents

for Animals, Animal Products and Products of Animal origin

II. Common Entry Documents

for Feed and Food of non-Animal origin

TRAde Control and Expert System (TRACES)

European Commission

DG Health & Consumers

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2 INTRODUCTION

2.1 Scope of user manual

This manual embodies the main principles within TRACES for the management of:

* Common Veterinary Entry Documents for Animals, Animal Products and Products of Animal Origin (CVEDA [1] and CVEDP [2])
* Common Entry Documents; for the feed and food of non-animal origin (CED [3])

The functionalities and written information are, where needed, accompanied by screen shots of the Graphical User Interface, so to better illustrate and represent the look and feel of the TRACES.

Hereafter, you will find a structured overview of the different aspects and functions of TRACES, in terms of online introduction and management of official documents for completion of official controls, in order to speed up communication, registration and to prevent typing errors.

2.2 Working languages

Even before logging into TRACES, but also within the Graphical User Interface of TRACES, you can choose one of the 32 [4] languages available, to allow you to work more easily in your mother tongue:

TRACES
TRAde Control and Expert System
ba bg cs da de el en es et fi fr hr hu il it lt lv mt nl nw pl pt ro ru sk sl sr sv tr zh
Information Help
/TRACES/ Welcome Page
Welcome Page
TRACES Data Warehouse
Welcome

Language code	Meaning	Language code	Meaning
ba	Bosnian	lv	Latvian
bg	Bulgarian	mk	Macedonian
cs	Czech	mt	Maltese
da	Danish	nl	Dutch
de	German	nw	Norwegian
el	Greek	pl	Polish
en	English	pt	Portuguese
es	Spanish	ro	Romanian
et	Estonian	ru	Russian
fi	Finnish	sk	Slovak
fr	French	sl	Slovenian
hr	Croatian	sr	Serbian
hu	Hungarian	sv	Swedish
il	Icelandic	sq	Albanian
it	Italian	tr	Turkish
lt	Lithuanian	zh	Chinese

1 Regulation (EC) 282/2004

2 Regulation (EC) 136/2004

3 Regulations (EC) 669/2009 and 1152/2009

4 These include 22 official languages of the European Union (Irish (ga) not included into TRACES) + Albanian + Bosnian + Chinese + Croatian + Icelandic + Macedonian + Norwegian + Serbian + Turkish + Russian.

2.3 Abbreviations and definitions used

Abbreviation	Meaning
BIP	Border Inspection Post
CCA	Central Competent Authority
CN code	Customs Nomenclature code; the Nomenclature Code and their title as they appear in the World Customs Organisation Harmonised System, as incorporated in amended Regulation (EEC) No 2658/87 and its sanitary extension originating from the selection described in Heading 5.2.
CED	Common Entry Document for the Feed and Food of non-Animal Origin
CP	Control Point
CVEDA	Common Veterinary Entry Document for Animals
CVEDP	Common Veterinary Entry Document for Products of Animal Origin
DG SANCO	Directorate General for Health and Consumers
DPE	Designated Point of Entry
DPI	Designated Point of Import
DWH	Data Warehouse
EO	Economic Operator
EU	European Union
HTD	Help-To-Decision – making process
IMPORT	Official document for import into the EU/EFTA/EEA from a Non-EU country
INTRA	Intra-Union trade health certificate
LMS	List Management System for Non-EU-country establishments: Third Country establishment listings
LVU	Local Veterinary Unit
MSADM	Member State Administrator
Official document	CVEDA, CVEDP or CED
RADM	Regional Administrator
RASFF	Rapid Alert System for Food and Feed
RCA	Regional Competent Authority
RCCA	Central Competent Authority with restricted access
RRCA	Regional Competent Authority with restricted access
Third country	Non-EU country
TRACES	Trade Control and Expert system
TRANSITAIR	Forwarding agent responsible for the load

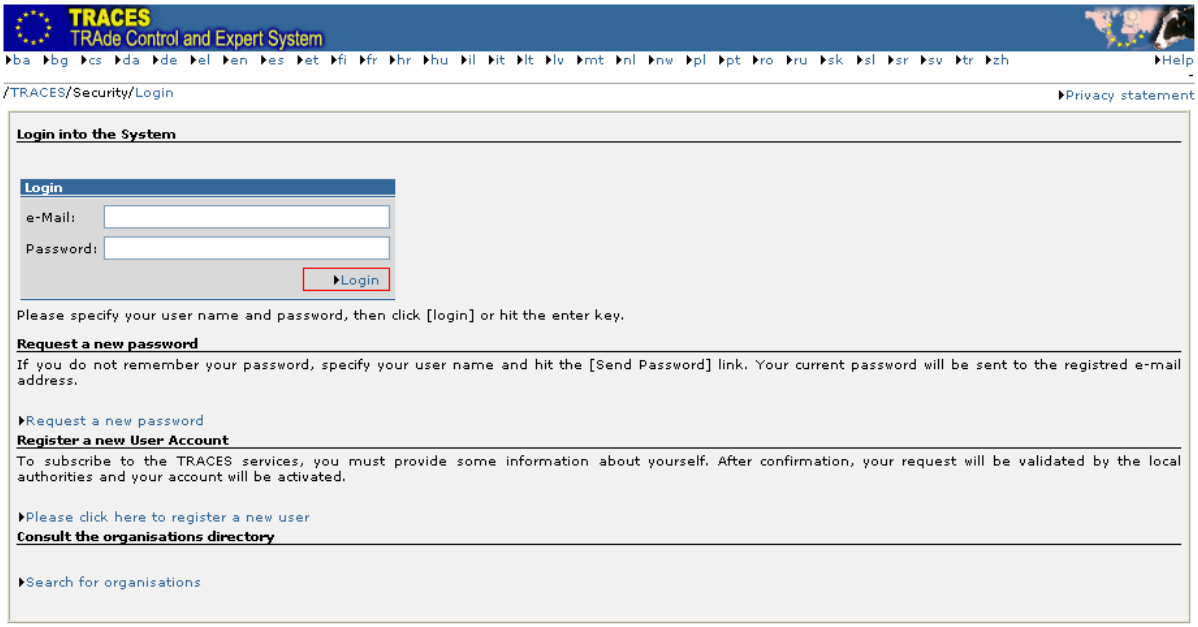
2.4 Log in and out of TRACES

2.4.1 LOG IN

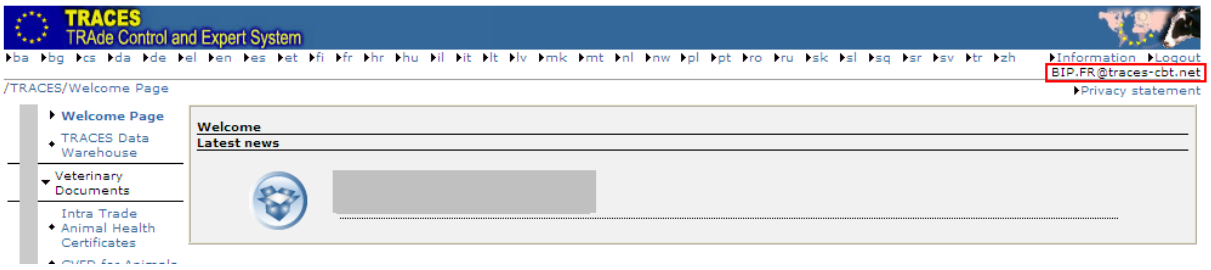
TRACES is available via the URL https://webgate.ec.europa.eu/sanco/traces/ [5].

A TRACES user account is created by your competent authority or by yourself as from the TRACES login page[6]. A standard password (comprising the letters TR and a series of figures) is then sent to your mail box via an automatic notification e-mail. You are invited to change this standard password to a personal password [7] upon first logging into TRACES.
You can log in after your competent authority validated your user account.

Go to the TRACES website, fill in the 'e-Mail' field with your login (e-mail address), insert your password and click on the 'Login' button [8]:


TRACES
TRAde Control and Expert System
Help
/TRACES/Security/Login
Privacy statement
Login into the System
Login
e-Mail:
Password:
Login
Please specify your user name and password, then click [login] or hit the enter key.
Request a new password
If you do not remember your password, specify your user name and hit the [Send Password] link. Your current password will be sent to the registred e-mail address.
Request a new password
Register a new User Account
To subscribe to the TRACES services, you must provide some information about yourself. After confirmation, your request will be validated by the local authorities and your account will be activated.
Please click here to register a new user
Consult the organisations directory
Search for organisations

Once logged in, the identity of the user account is shown at the top right of the screen.



5 All TRACES users have also a Training environment at their disposal in https://webgate.training.ec.europa.eu/sanco/traces/, enabling them to practice the management certificates and to get familiar with the TRACES Graphical User Interface. This working environment is identical to the actual system.

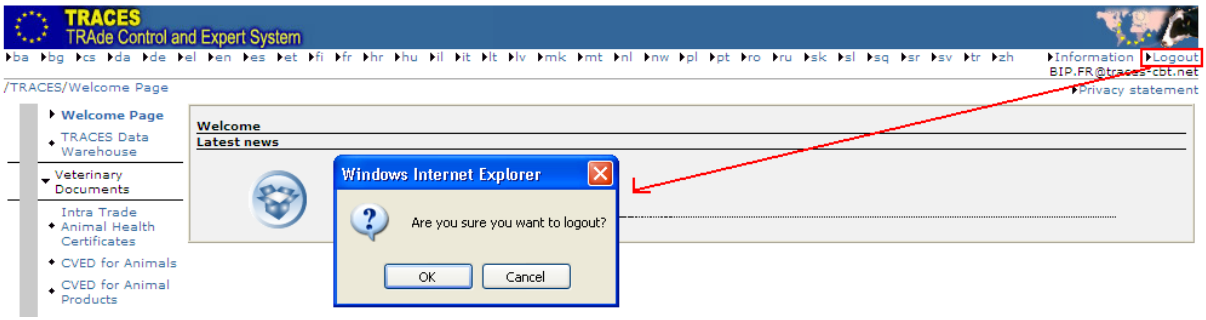
6 See Heading 3.2: User accounts.

7 The format of the personal password requires a minimum of 10 characters and at least one figure, one upper case letter and one special character (e.g. !, *, +, ?, #)

8 Your account is inactivated after 5 consecutive failed attempts. You should contact your TRACES administrator to reactivate the account or send a new password, which requires the security answer.

2.4.2 LOG OUT

Click on the 'Logout' button at the top right of the screen and confirm your request by clicking the 'OK' button.



3 BUSINESS MANAGEMENT

3.1 Organisations [9]

Organisations can be created within TRACES by competent authorities:

* via the 'User and Organisation Management' menu and '**Organisations' submenu**
* **during the certification process** of an official document (*CVED, CED*).

3.1.1 SEARCH AN ORGANISATION

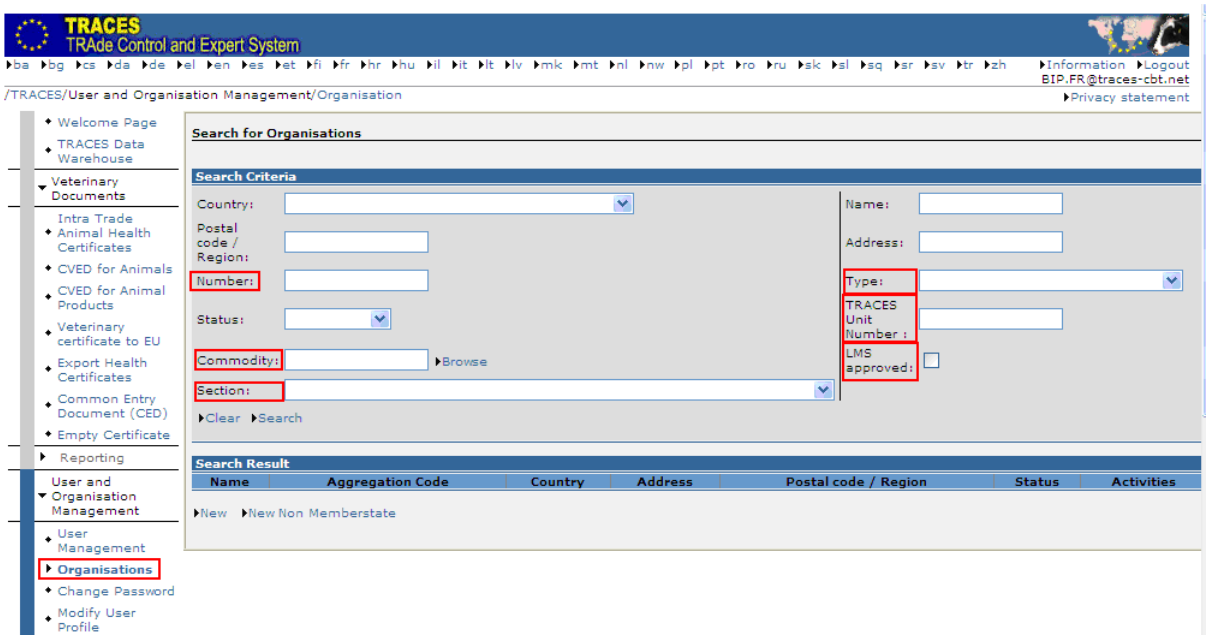
Before creating a new organisation, you should first verify that it is not already present in the TRACES database, by accessing the 'User and Organisation Management' menu and 'Organisations' submenu.

You can use the wildcard % in most of the TRACES search criteria in order to search for a wider range of data. In addition to this, TRACES makes no distinction between the use of the upper case and lower case letter, in order to find data.

In relation to the search of organisations during the certification process, within an official document, a canonical search has been implemented in regards to the Approval Number and Business Name fields. The 'canonical search' feature will automatically disregard additional spaces or any particular characters inserted, like:

- ? _ ! * / .

Several search criteria are available, including:



9 Only competent authorities can create organisations. Persons responsible for the load and business (private) users do not have access to the 'User and 'Organisations' submenu. The competent authorities in Non-EU countries cannot create organisations within the EU.

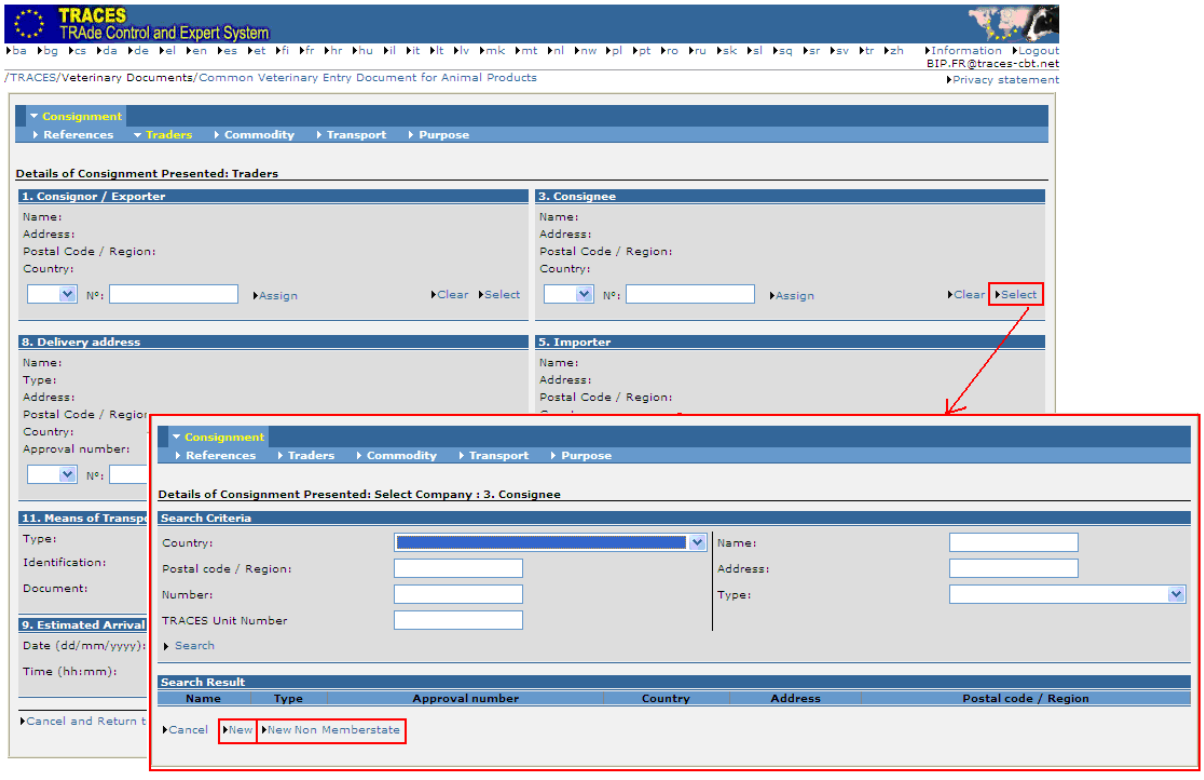
Search criterion	Information
'Number'	refers to the organisation's approval number.
'Commodity'	refers to the CN code of the Section of listed third country establishments [10].
'Section'	refers to the Section of listed third country establishments [14]
'Type'	refers to the definition of the organisations' 'Activity Type' [11].
'TRACES Unit Number'	refers to the code of the competent authority responsible for the organisation.
'LMS approved'	limits the search results to the listed third country establishments[10].

3.1.2 CREATE AN ORGANISATION WITHIN AN OFFICIAL DOCUMENT

An organisation can also be created during the creation of an official document (CVED, CED).

Click the **'Select'** button within the desired box in the official document (CVED, CED), and choose:

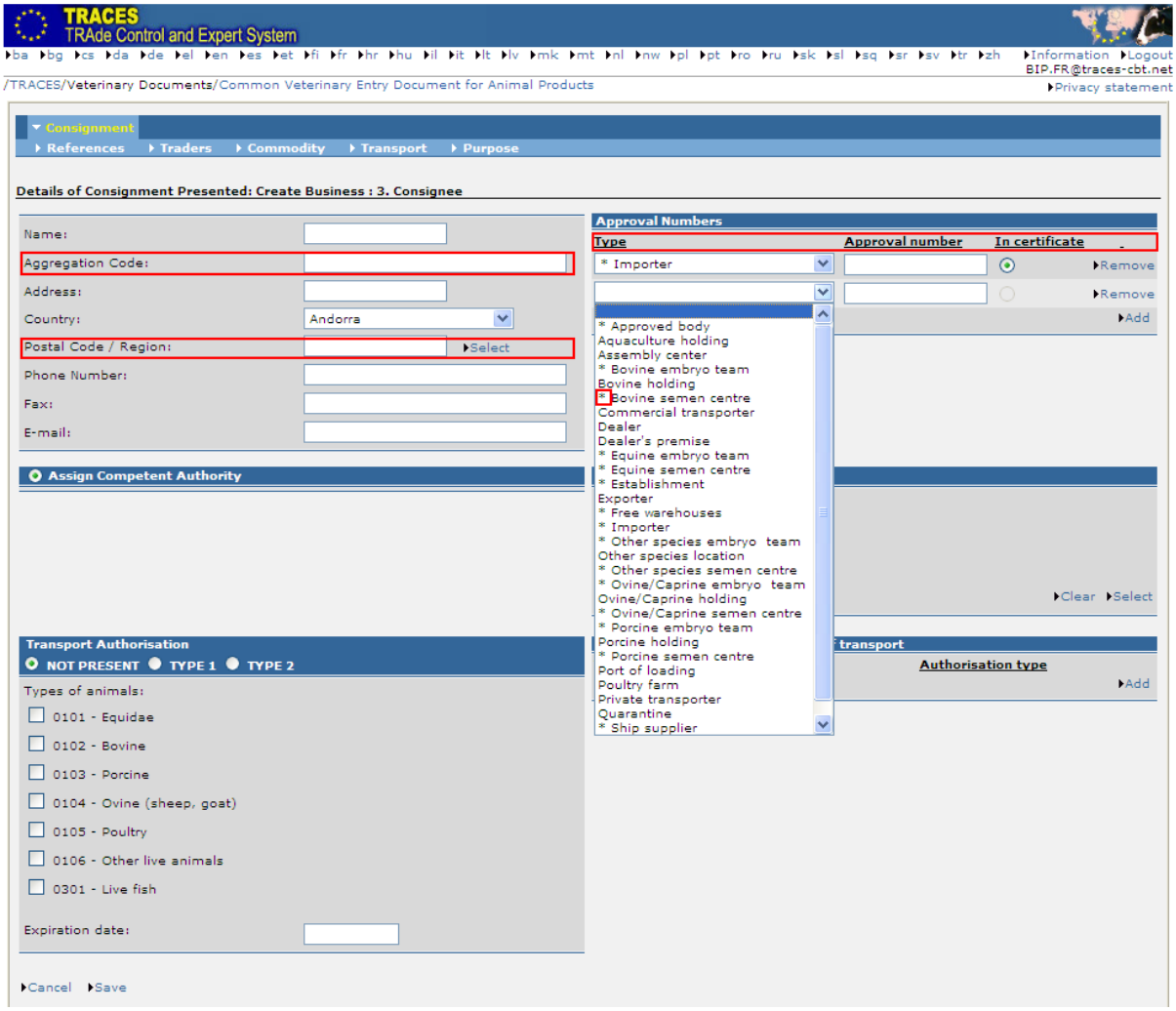
*** 'New'** to create an organisation in an EU/EFTA/EEA country
*** 'New Non Memberstate'** to create an organisation in a Non-EU country



10 Third country establishments requiring EU approval for certain products destined for human consumption (Article 11 of Regulation 853/2004) or requiring the establishment listing for animal by-products (Regulation (EC) No 1069/2009) and for semen and embryo (Directive 88/407/EEC; Directive 92/65/EEC and 90/429/EEC), onto the Europa Portal: http://ec.europa.eu/food/food/biosafety/establishments/third_country/index_en.htm.

11 For a complete overview of the definitions of the different establishment Activity Types, please take a look at 'Annex A – overview establishment Activity Types'.

Add the information concerning the new organisation in your official document:



Data field	**Information**
'Aggregation Code'	refers to the organisation's specific identification number (*optional)* and: - must be unique in a given country - may be the same as the organisation's approval number(s)
'Approval Number'	refers to the Activity Type[12] of the organisation, and: - may be mandatory depending on the Activity Type [13] - may be different from the Aggregation code and other Approval Numbers of the same organisation
'In the certificate' [14]	Allows the assigning of the principal Activity Type to the organisation within the official document. Unlike the procedure for creating an organisation via the 'User and Organisation Management' menu and 'Organisations' submenu, a principal establishments' Activity Type [15] which will be assigned within the box of the official document, must be selected. This selection is related to the commodity presented for declaration within the official document (CVED, CED). Possible principal Activity Types are marked with an asterisk (*) and

12 For a complete overview of the different establishment Activity Types, please take a look at 'Annex A – overview establishment Activity Types'.

13 See 'Annex A – overview establishment Activity Types'.

	are the only ones which can be selected for the official document being created.
'Type'	allows the definition of multiple Activity Types [16], using the 'Add' and 'Remove' buttons.
'Postal Code / Region'	allows the selection of the postal code for EU/EFTA/EEA countries, and the selection of regions, provinces or states for Non-EU countries. The 'Competent Authority' responsible for the organisation, is automatically assigned by this 'Postal Code / Region' information and displayed after validation of the organisation.

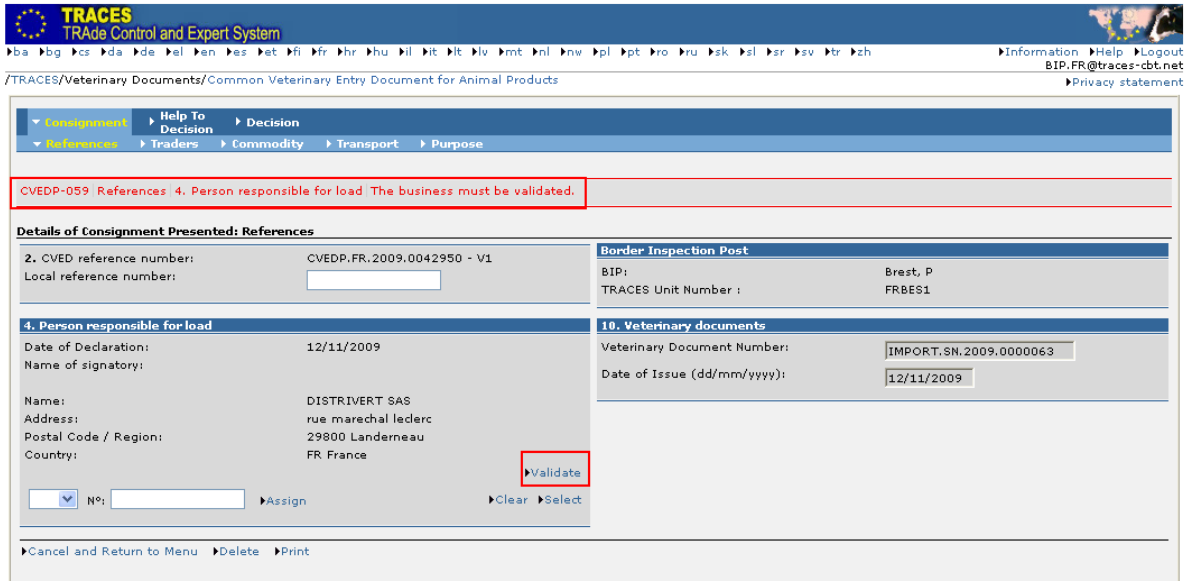
Click the **'Save'** button to save the data for the organisation and return to the previous screen.

Note – Organisation status and official document validation

In order to guarantee the introduction of organisations with the correct data, TRACES implements different validation statuses for the organisation data. TRACES may require competent authorities to validate for example a Person Responsible for the load with a 'Pre-valid' status, before proceeding with the validation of the official document (CVED, CED) itself.

In this event, TRACES will present you with an alert message of the type '*… The business must be validated*'.

This message contains a reference to the tab (*e.g. 'Consignment'*) and the official document box (number and title), in which the organisation needs to be verified and validated (*e.g. '4. Person responsible for load*').



To proceed to validation, you must:

* Go to the official document box referred to in the alert message (*tab, box number and title*)

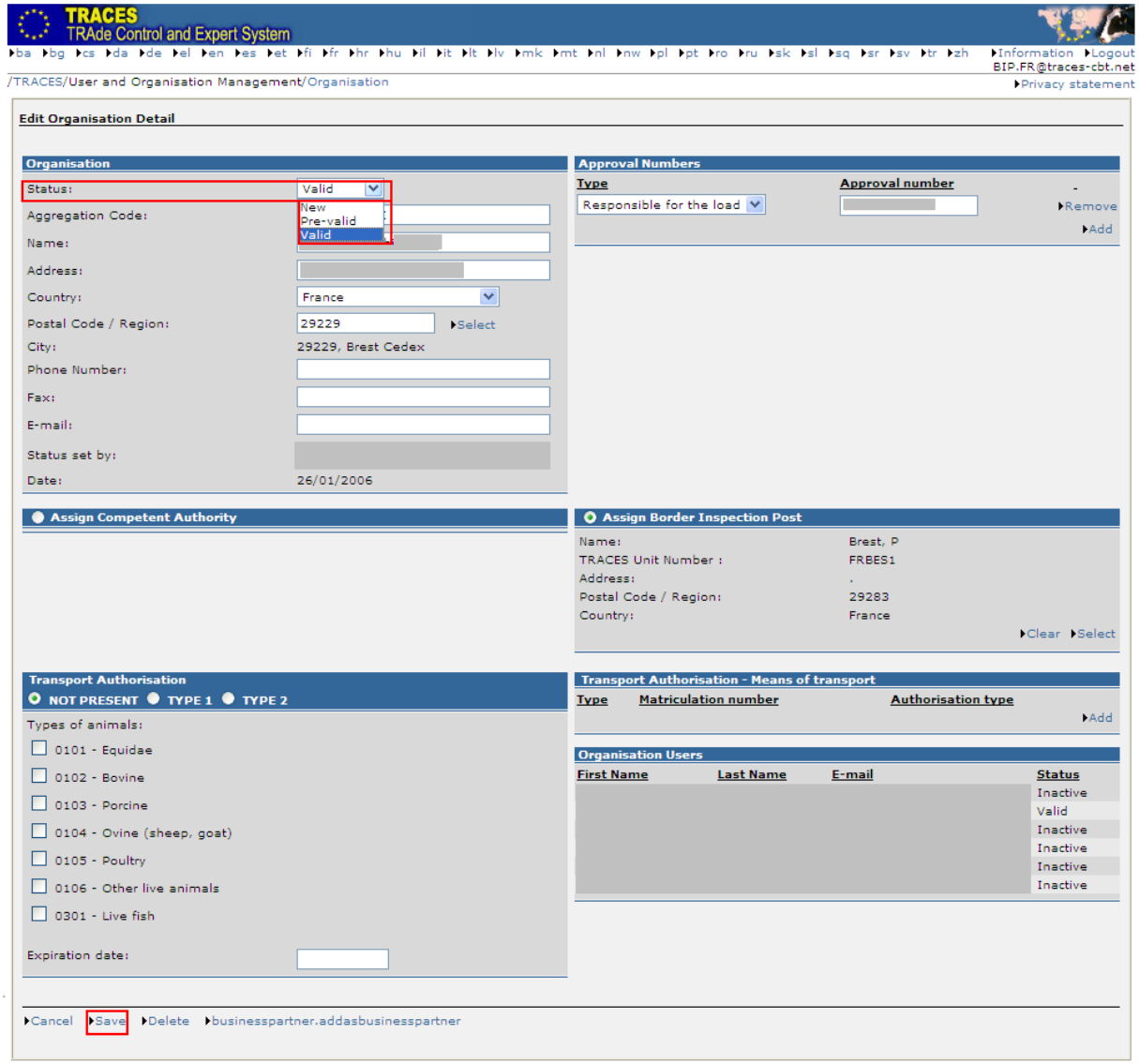
---

14 The system does not activate the 'In the certificate' option button (which remains greyed out) unless one of the mandatory types (*) is selected. An error message appears if the type selected is not compatible with the commodity selected within the official document. This also explains why an organisation which does not have a correct Activity Type available for a given official document cannot be searched for. The system has been designed to avoid the assignment of wrong Activity Types in an official document.

15 See 'Annex A – overview establishment Activity Types'.

16 See 'Annex A – overview establishment Activity Types'.

* Click on the '**Validate'** button which appears in the box(es) concerned
* Verify and modify if needed the organisations' information
* Change the organisations' status to 'Valid' and click the '**Save'** button or
* Select another organisation to further process your official document

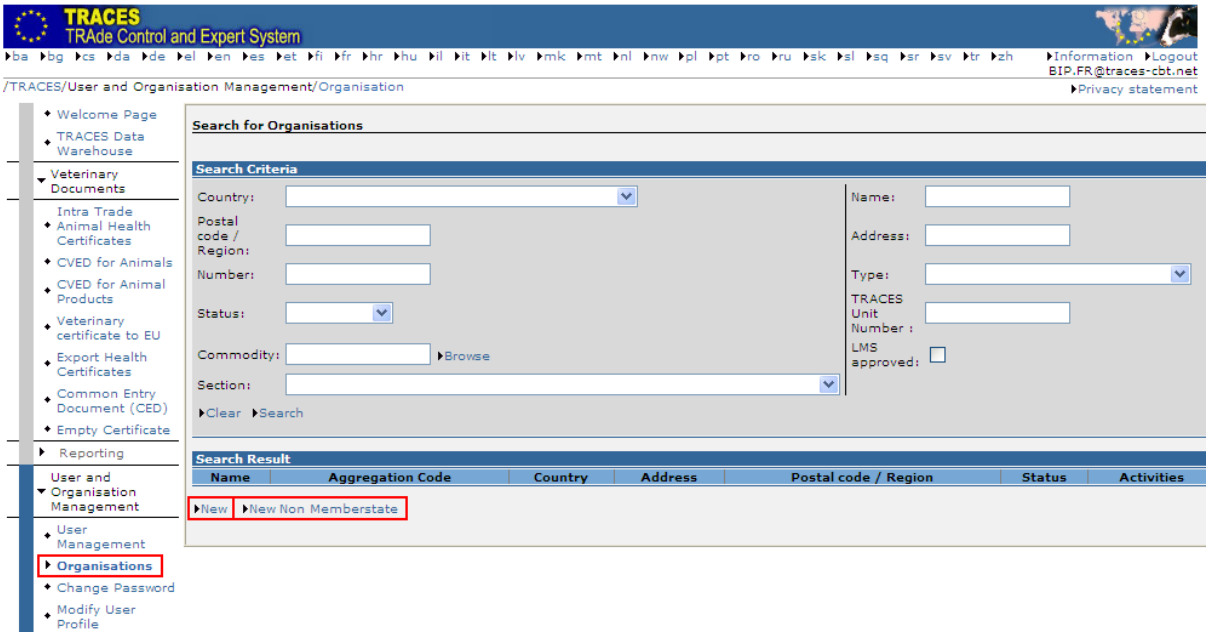


3.1.3 CREATE AN ORGANISATION FROM THE 'ORGANISATIONS' SUBMENU

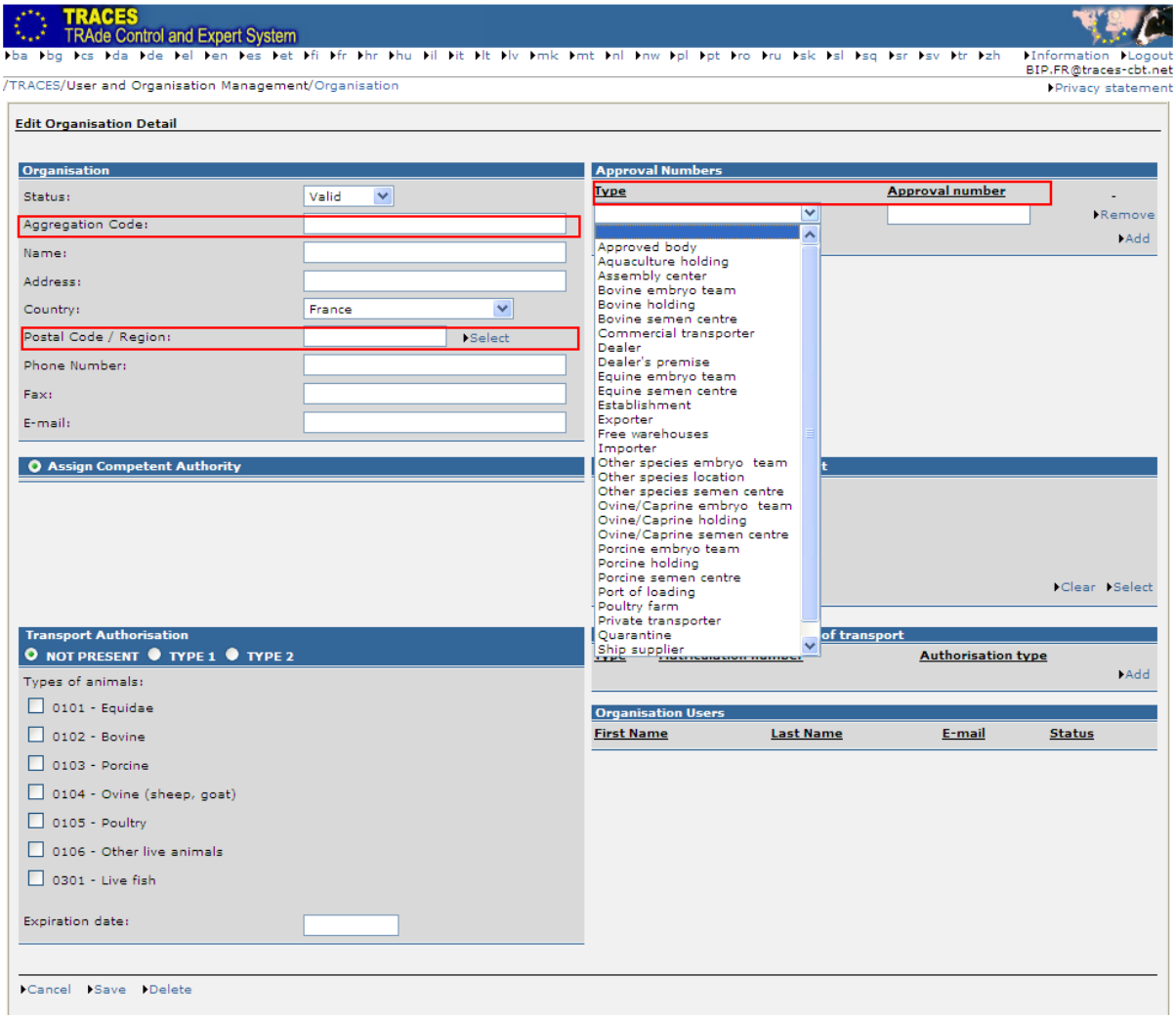
The 'User and organisation management' menu, 'Organisations' submenu is available to system administrators, Central/Regional competent authorities (*also restricted ones*), and provides for:

− Looking up information related to an organisation (name, address, status, activity category, etc.),
− Creation of a new organisation:
in an EU/EFTA/EEA country from the 'New' button
in a Non-EU country from the 'New Non Memberstate' button
- Deletion of an organisation. If there are (active) users attached to the organisation, an alert message is shown, asking confirmation for deletion.

Go to the 'User and Organisation Management' menu and "Organisations" submenu.



Click the **"New"** button to create a new organisation within an EU/EFTA/EEA country.
Click the **"New Non Memberstate"** button to create an organisation within a Non-EU Country [17].



17 Non EU users only have the 'New Non Memberstate' button to their disposal.

Data field	Information
'Aggregation Code'	refers to the organisation's specific identification number (*optional)* and: - must be unique in a given country - may be the same as the organisation's approval number(s)
'Approval Number'	refers to the Activity Type[18] of the organisation, and: - may be mandatory depending on the Activity Type [19] - may be different from the Aggregation code and other Approval Numbers of the same organisation
'Type'	allows the definition of multiple Activity Types [20], using the 'Add' and 'Remove' buttons.
'Postal Code / Region'	allows the selection of the postal code for EU/EFTA/EEA countries, and the selection of regions, provinces or states for Non-EU Countries. The 'Competent Authority' responsible for the organisation, is automatically assigned by this 'Postal Code / Region' information and displayed after validation of the organisation.

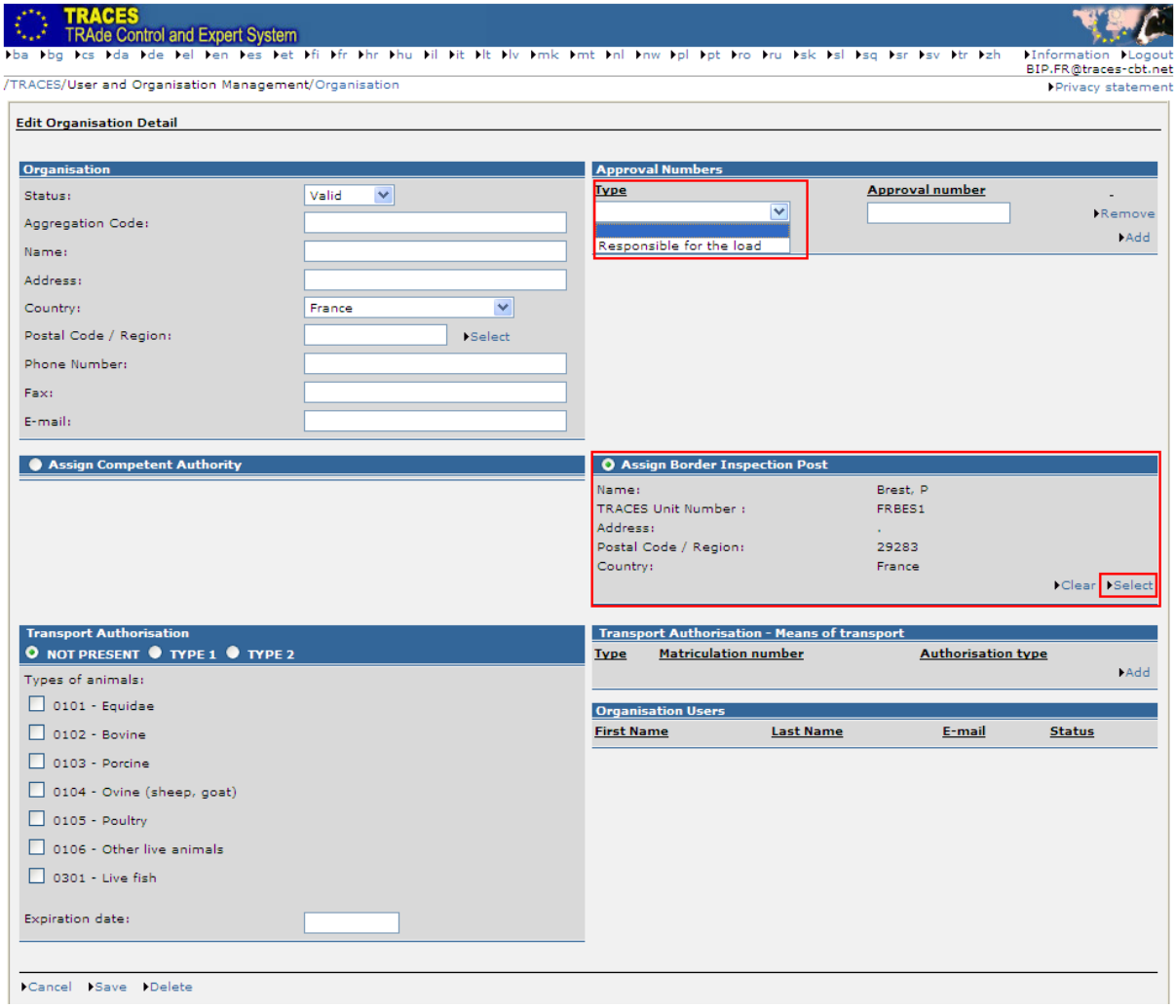
3.1.4 NOTE: PERSON RESPONSIBLE FOR THE LOAD / CONSIGNMENT

'Persons Responsible for the load' who are to be created within TRACES as such, may define this Activity Type, after having assigned the Border Inspection Post (BIP) or Designated Point of Entry (DPE) / Designated Point of Import (DPI) as the authority within the box 'Assign Border Inspection Post' of the organisation.

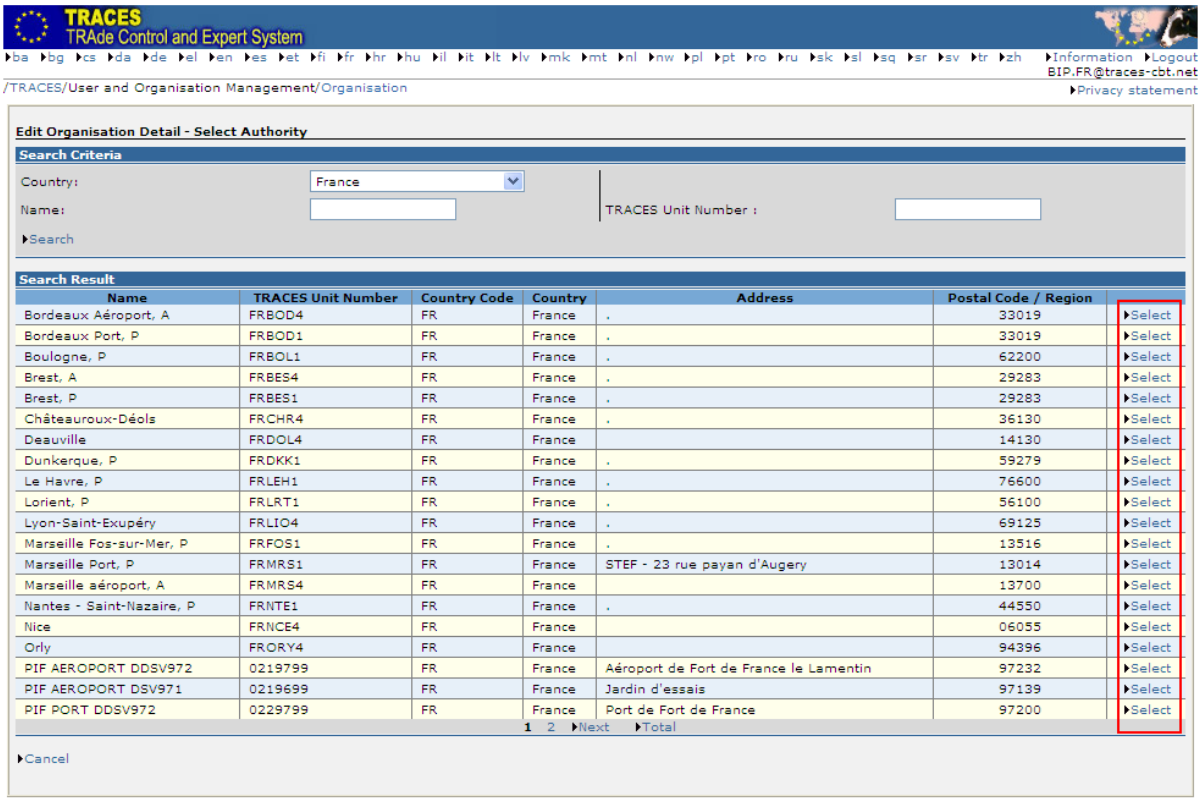
18 For a complete overview of the different establishment Activity Types, please take a look at 'Annex A – overview establishment Activity Types'.

19 See 'Annex A – overview establishment Activity Types'.

20 See 'Annex A – overview establishment Activity Types'.



Click the **'Select'** button in the 'Assign Border Inspection Post' box.

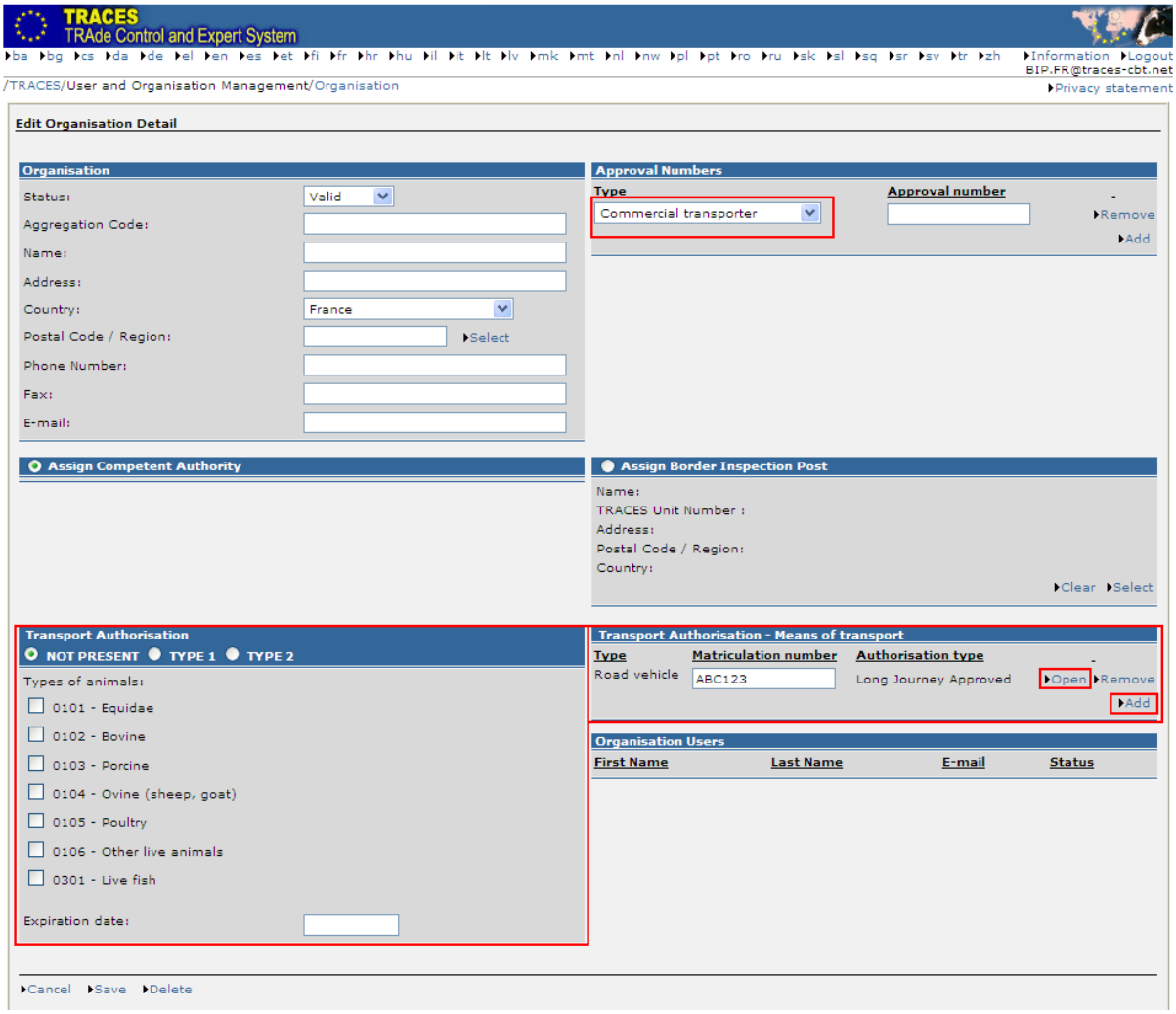

TRACES
TRAde Control and Expert System
Information
Logout
BIP.FR@traces-cbt.net
/TRACES/User and Organisation Management/Organisation
Privacy statement
Edit Organisation Detail - Select Authority
Search Criteria
Country:
France
Name:
TRACES Unit Number :
Search
Search Result
Name
TRACES Unit Number
Country Code
Country
Address
Postal Code / Region
Bordeaux Aéroport, A FRBOD4 FR France . 33019 Select
Bordeaux Port, P FRBOD1 FR France . 33019 Select
Boulogne, P FRBOL1 FR France . 62200 Select
Brest, A FRBES4 FR France . 29283 Select
Brest, P FRBES1 FR France . 29283 Select
Châteauroux-Déols FRCHR4 FR France . 36130 Select
Deauville FRDOL4 FR France 14130 Select
Dunkerque, P FRDKK1 FR France . 59279 Select
Le Havre, P FRLEH1 FR France . 76600 Select
Lorient, P FRLRT1 FR France . 56100 Select
Lyon-Saint-Exupéry FRLIO4 FR France . 69125 Select
Marseille Fos-sur-Mer, P FRFOS1 FR France . 13516 Select
Marseille Port, P FRMRS1 FR France STEF - 23 rue payan d'Augery 13014 Select
Marseille aéroport, A FRMRS4 FR France 13700 Select
Nantes - Saint-Nazaire, P FRNTE1 FR France . 44550 Select
Nice FRNCE4 FR France 06055 Select
Orly FRORY4 FR France 94396 Select
PIF AEROPORT DDSV972 0219799 FR France Aéroport de Fort de France le Lamentin 97232 Select
PIF AEROPORT DSV971 0219699 FR France Jardin d'essais 97139 Select
PIF PORT DDSV972 0229799 FR France Port de Fort de France 97200 Select
1 2 Next Total
Cancel

Click the **'Save'** button to save the data on the organisation and return to the previous screen.

3.1.5 NOTE: EU/EFTA/EEA COMMERCIAL TRANSPORTER

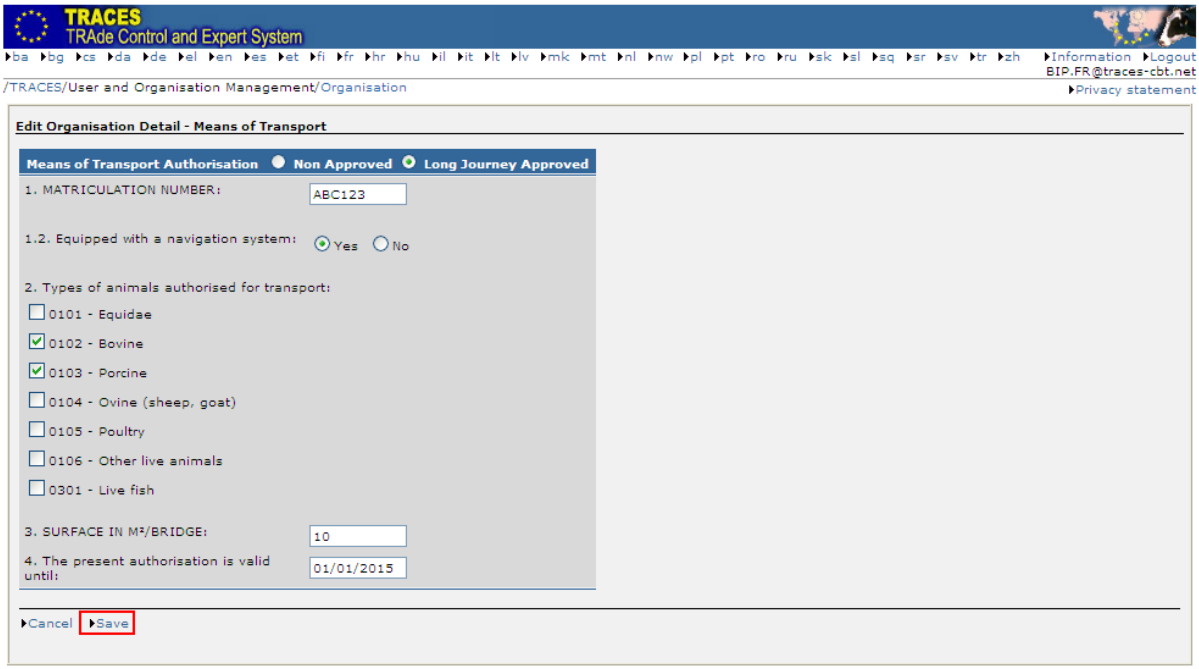
EU/EFTA/EEA Commercial Transporters, who deal with the transport of live animals subject to the Animal Welfare legislation [21], need to complete the 'Transport Authorisation' and 'Transport Authorisation – Means of transport' parts.

21 Council Regulation (EC) No 1/2005



Transport Authorisation:

* **'TYPE 1'** Transporter Authorisation' is in accordance with Article 10(1)" of Regulation 1/2005.
* **'TYPE 2'** 'Transporter Authorisation' is in accordance with Article 11(1)" for long journeys (over 8 hours)



Authorisation of the 'Means of Transport' comprises the authorisation type (short or long duration), vehicle registration number, types of animals to be transported, presence of a navigation system, surface characteristics and authorisation expiry date.

3.1.6 NOTE: THIRD COUNTRY ESTABLISHMENT LISTINGS

The creation of Third country establishments requiring EU approval for certain products destined for human consumption (Article 11 of Regulation 853/2004) or requiring the establishment listing for animal by-products (Regulation (EC) No 1069/2009) and for semen and embryo (Directive 88/407/EEC; Directive 92/65/EEC and 90/429/EEC), can not be created via the two workflows as described above. An official request by a Non-EU country competent authority must be sent to the European Commission.

Please refer to the **'Manual on LMS (List Management System)'** for more information on this TRACES functionality.

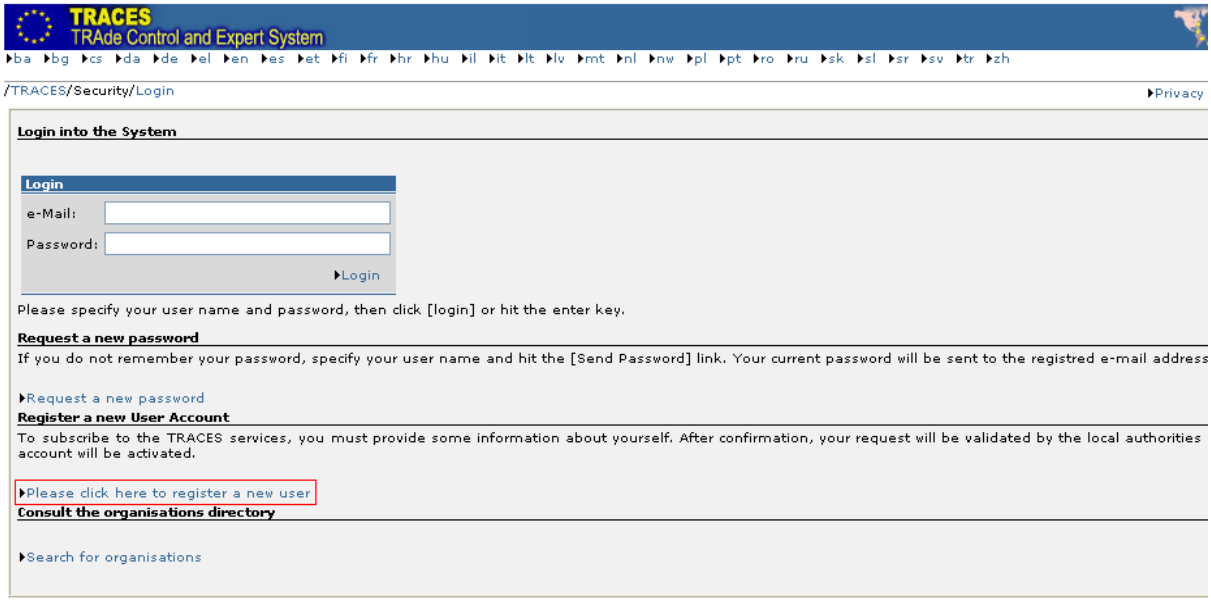
3.2 User accounts [22]

User accounts can be created within TRACES by competent authorities:

* via the 'User and Organisation Management' menu and 'User Management' submenu
* via the TRACES login page

3.2.1 CREATE FROM THE TRACES LOGIN PAGE

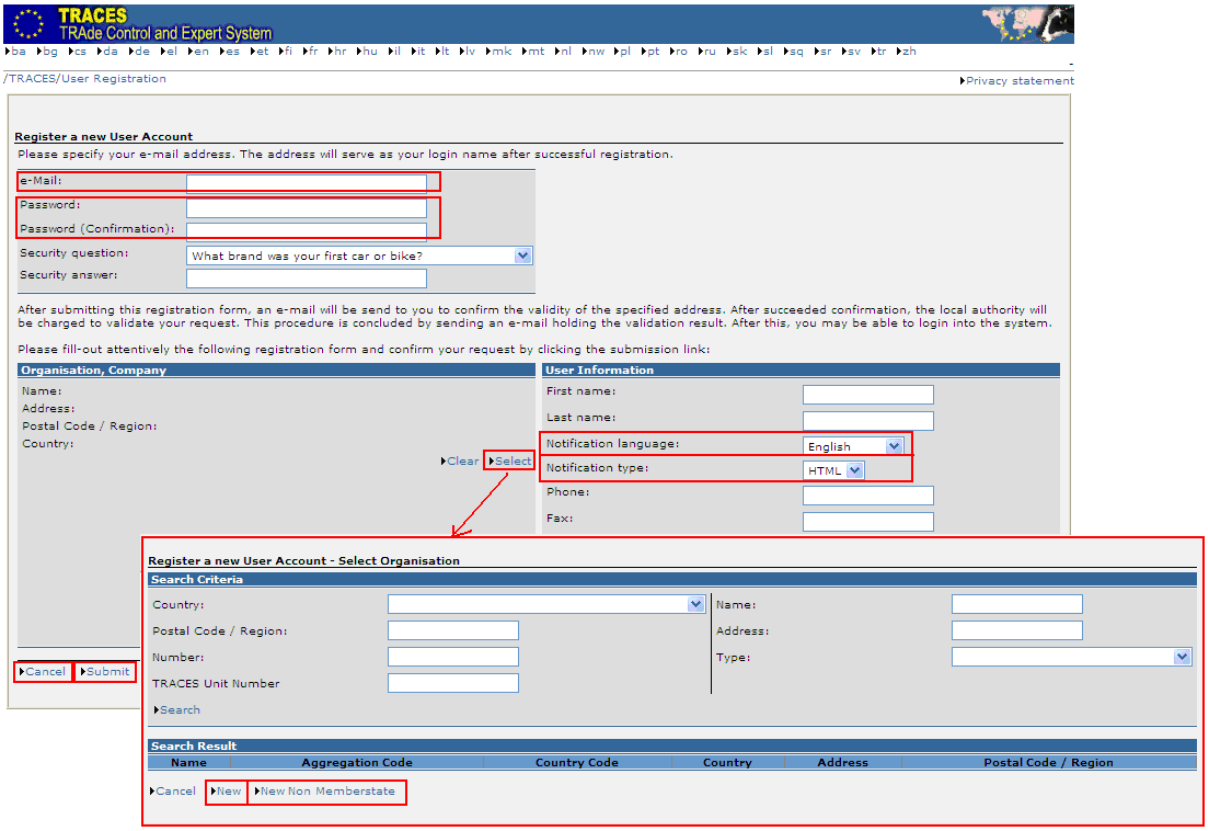
A business (private) user attached to an organisation can create his account from the TRACES login page, by using the '**Please click here to register a new user'** button.


TRACES
TRAde Control and Expert System
ba bg cs da de el en es et fi fr hr hu il it lt lv mt nl nw pl pt ro ru sk sl sr sv tr zh
/TRACES/Security/Login
Privacy
Login into the System
Login
e-Mail:
Password:
Login
Please specify your user name and password, then click [login] or hit the enter key.
Request a new password
If you do not remember your password, specify your user name and hit the [Send Password] link. Your current password will be sent to the registred e-mail address
Request a new password
Register a new User Account
To subscribe to the TRACES services, you must provide some information about yourself. After confirmation, your request will be validated by the local authorities account will be activated.
Please click here to register a new user
Consult the organisations directory
Search for organisations

Fill in the different fields displayed below [23].

22 Only competent authorities can create user accounts. Competent authorities in Non-EU countries cannot create user accounts within the EU. Persons responsible for the load do not have access to this section.

23 See Heading 3.1 'Organisations' for more information.



Saving options

'Cancel' to return to the preceding screen without saving the modifications made to the user account.

'Submit' to save and submit the user account data input into TRACES for validation.

When a business (private) user creates his account, he already defines his personal password [24] at the moment of creation [25]..
He then receives an automatic notification message from TRACES, which asks for confirmation of his request to open a new account in order to ensure that the e-mail address is valid [26].
However, in order to access TRACES, the new user must have his account validated and activated by his competent authority [27].

On the other hand, when the account is created by a competent authority via the 'User and Organisations' menu and 'User management' submenu, a standard password (*comprising the letters TR and a series of figures*) is sent to the inbox of the user concerned, while the business (private) user account will be immediately valid after creation by the competent authority.

3.2.2 CREATE FROM THE 'USER MANAGEMENT' SUBMENU

The 'User and Organisation Management' menu and 'User Management' submenu provides for:

− Searching for a user according to different criteria

24 The format of the personal password requires a minimum of 10 characters and at least one figure, one upper case letter and one special character (e.g. !, *, +, ?, #)

25 Status : 'New'

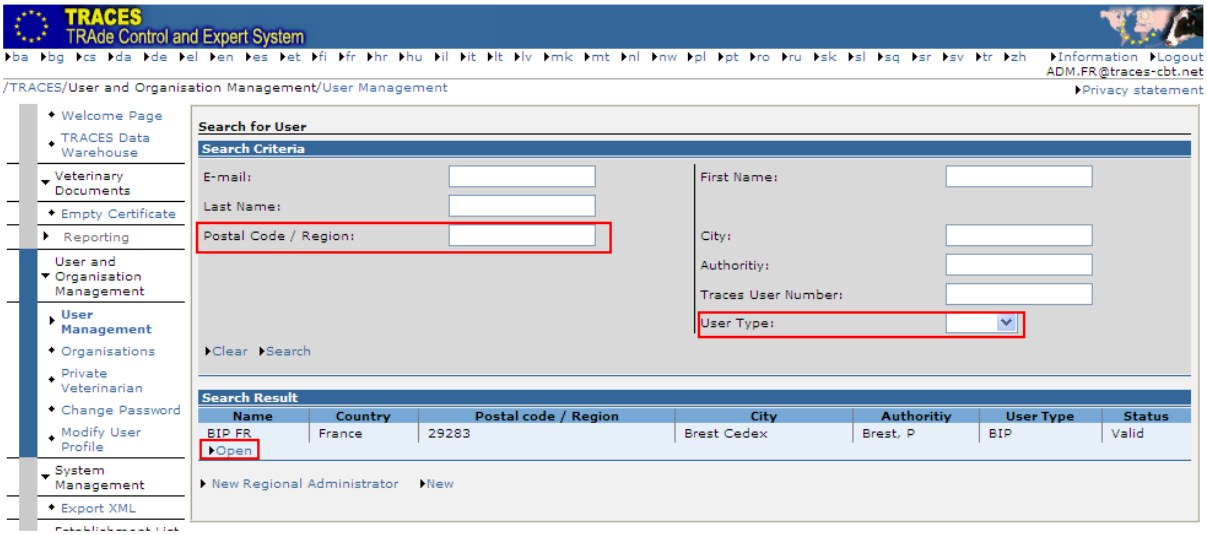
26 Status : Confirmed

27 Status : Valid

− Retrieval of a password and deletion, activation or deactivation of a user account
− Modification of user account data (last name, first name, phone number, etc.) except for the login (e-mail address)
− Creation of a new user account from the ‘New’ button

This menu also indicates to which organisation and which competent authority the user is attached.

Before creating a new user account, you should first verify that it is not already present in the TRACES database, by accessing the 'User and Organisation Management' menu and ‘User Management’ submenu.



For this purpose, several search criteria are available, including:

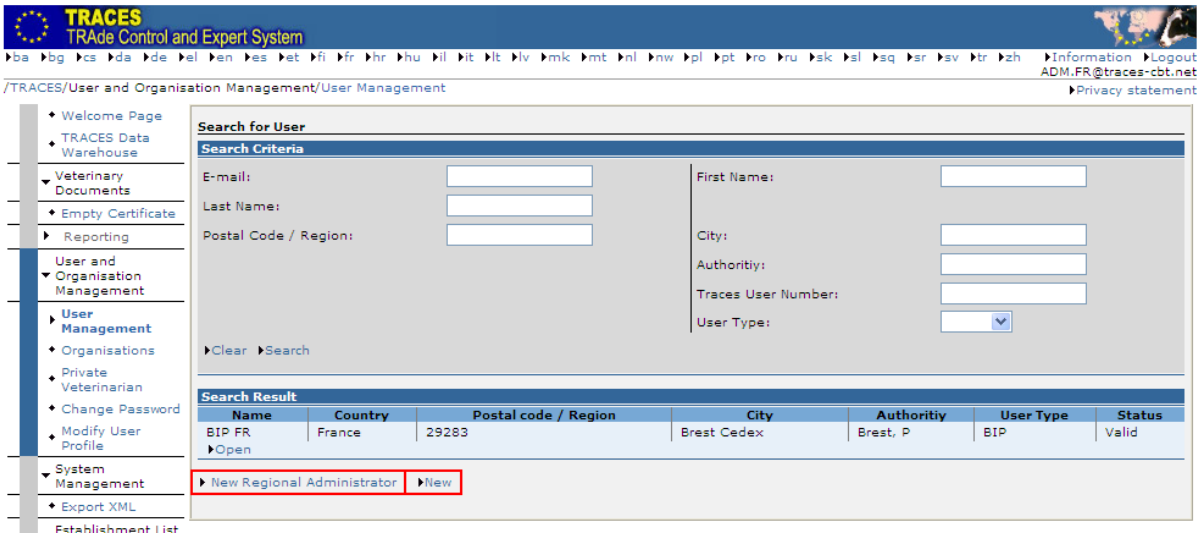
Search criterion	**Information**
'Postal Code / Region'	refers to the postal code for EU/EFTA/EEA countries, and the regions, provinces or states for Non-EU countries.
‘User Type’	allows competent authorities to search for users by TRACES profile (*e.g.CCA, LVU, BIP*).

Click the ‘**Open’** button to obtain more details, and click the 'Save' button to save modifications if desired.

3.2.2.1 Role of a national administrator (ADM)

The national administrator (ADM) account has the option to manage *(create, modify, delete, suspend and reactivate*) competent authority user accounts directly placed under his authority.

Within the EU/EFTA/EEA, as within Non-EU countries, this concerns CCA, LVU or BIP accounts:
* create central or local authority accounts (CCA, LVU, BIP) via the ‘**New’** button
* create regional authority accounts (RADM, RCA), when such national structure exists, via the ‘**New regional administrator**’ button

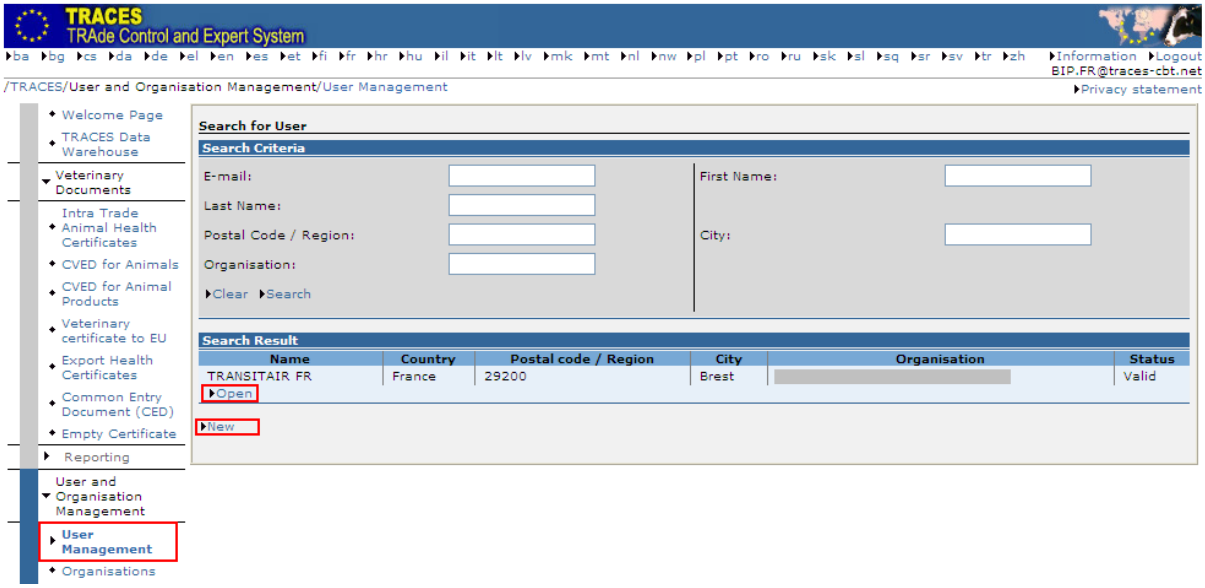


A TRACES ADM account can only be created by the European Commission.

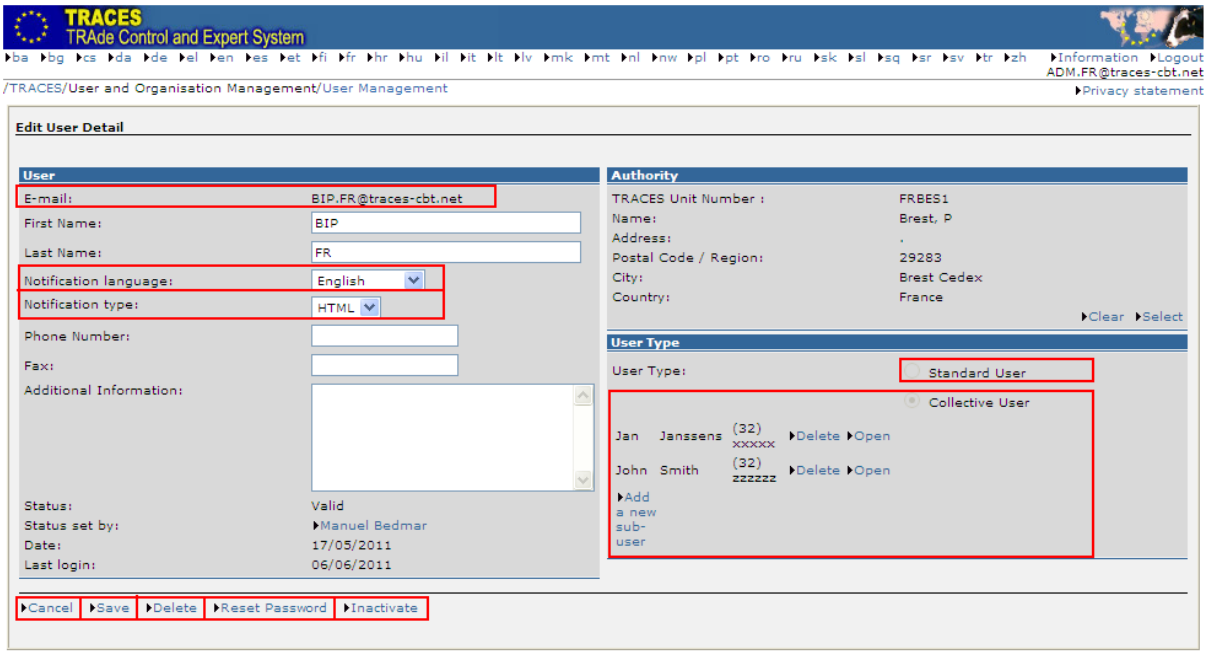
3.2.2.2 *Role of a competent authority (CCA, LVU, BIP)*

A competent authority account (CCA, LVU, BIP) has the option to manage *(create, modify, delete, suspend and reactivate*) business (private) user accounts attached to organisations directly placed under his authority.
Within the EU/EFTA/EEA, as with Non-EU countries, this concerns business (private) users (EO) or Person Responsible for load (TRANSITAIR) accounts:
Create business (private) user accounts via the '**New'**

These business (private) user accounts are attached to organisations which must already exist under a 'valid' status in the TRACES database at the time of creation of the account. An account can only be attached to a single organisation.



3.2.2.3 *Create an user account from 'User Management'*



The elements explained below are compulsory. The others are only recommended.

Data field	**Information**
'**User'** field	
'E-mail'	This is the user identifier and is unique. The e-mail address can only be attached to one competent authority or one organisation and one only.
'Notification language'	specifies the language used to send TRACES notification e-mails (creation, validation, rejections for official document, organisation etc).
'Notification type'	is used to choose the format in which TRACES notification e-mails are sent (Text or HTML- Hyper Text Markup Language). The HTML type of notification is preferable but requires your e-mail client (e.g. MS Outlook) to be compatible with e-mails of this type.
'**User Type'** field:	
'User Type'	is used to choose between: * 'Standard user' (one e-mail address corresponds to one user) or * 'Collective User' (one e-mail address for several users) The 'Collective user' option requires administrators to input the identity of the people attached to this account so that the name of the signatory appears during validation or rejection of the official document.
'**Authority'** or '**Organisation'** field:	to select the competent authority or the organisation for the user account.

Saving options

Cancel'	Redirects the user to the preceding screen without saving the modifications made to the user account.
Save'	Redirects the user to the preceding screen and the modifications made to the user account are saved.
'Delete'	Deletes the user account and redirects the user to the preceding screen.
'Reset Password'	Unlocks a user account and automatically sends a standard password to his inbox so that he can log into TRACES again.

'Inactivate / Activate'	This functionality is used by the competent authority in the following cases: - Activation or deactivation of a user account. - Reactivation of a user account deactivated automatically following lack of login over the last 5 months. - Validation of a business (private) user account created from the TRACES welcome page following confirmation of registration by the business (private) user. [28]

28 See Heading 3.2.2 'Create from the TRACES login page'

4 CERTIFICATION

4.1 Part I (*Consignment*) [29]

Part I of the official document (CVED, CED) concerns details relating to the consignment dispatched. Both Competent authorities and business (private) users can create Part I of an official document, from the 'Veterinary documents' menu:

* 'CVED for animals' (CVEDA) [30] submenu
* 'CVED for animal products' (CVEDP) [31] submenu
* Common Entry Documents (CED) [32] submenu

The Competent Authority with the responsibility for the custom warehouses and the Competent Authority with the responsibility for overseas departments and certain islands in compliance with Directive 97/78/EC can also issue official documents under certain conditions. These Competent Authorities are then called Super LVUs (SLVU) in TRACES. This status is conferred by Commission administrators at the justified request of EU/EFTA/EEA countries.

Whether a CED, CVEDA or CVEDP is involved, the steps to be followed to create a new official document are identical:

* Click on the '**New'** button to initiate a new Part I of an official document, or
* Click '**Copy as new'** [33] button to initiate a new Part I of an official document, based upon an already existing document

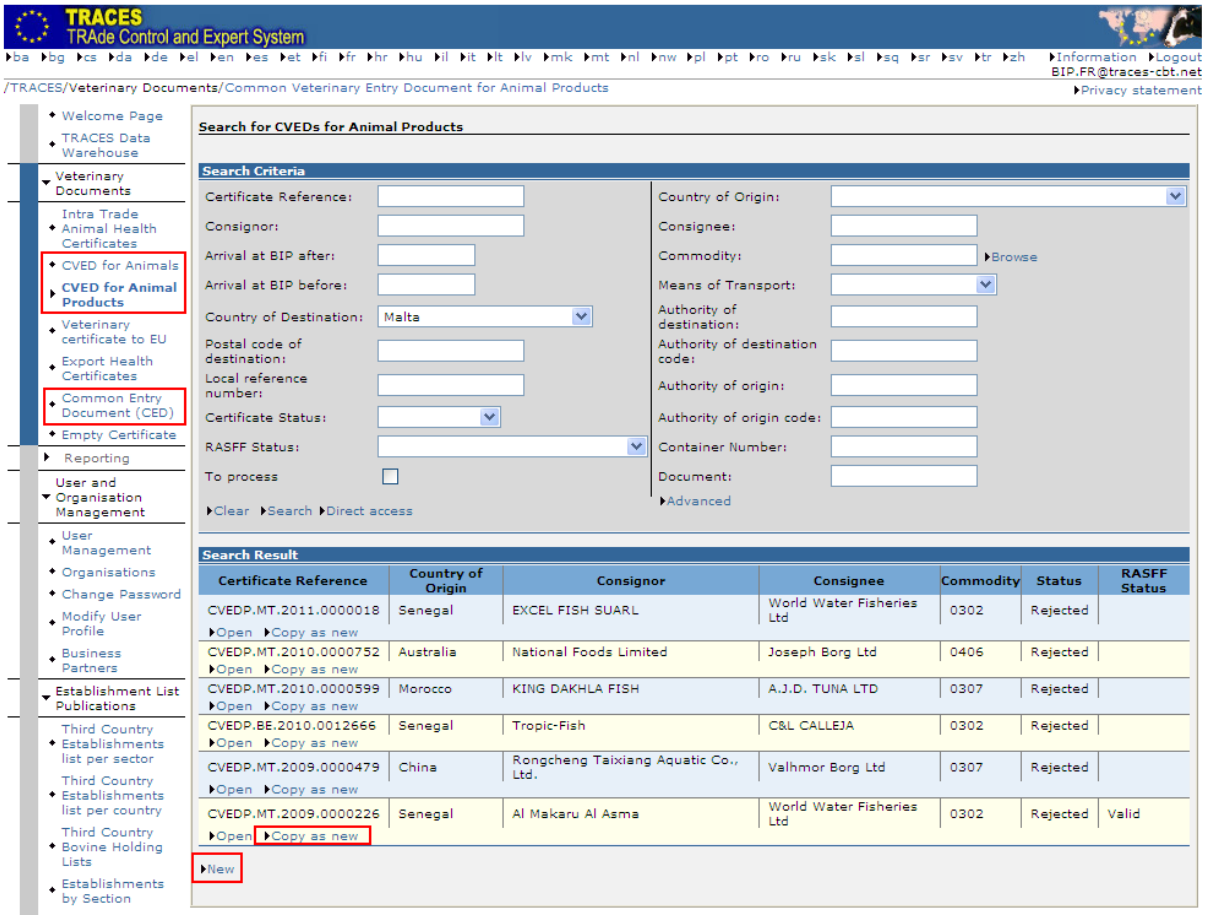
29 See regulation (EC) 282/2004 for the CVEDA, , Regulation (EC) 136/2004 for the CVEDP and Regulation (EC) 669/2009 or Regulation (EC) 1152/2009 for the CED

30 Regulation (EC) 282/2004

31 Regulation (EC) 136/2004

32 Regulation (EC) 669/2009

33 This functionality is explained in detail in Heading 5.3 'Copy as new'



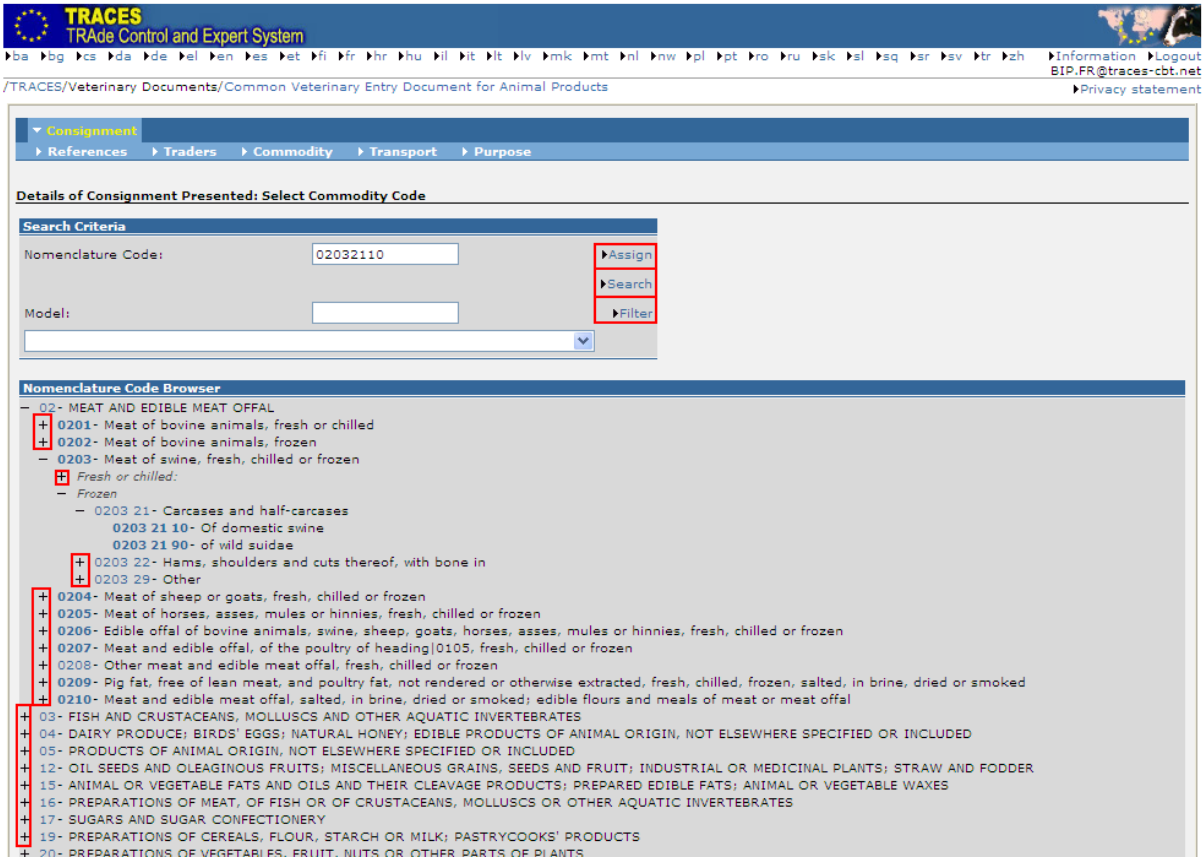
4.1.1 SELECT THE NOMENCLATURE CODE

This Nomenclature Code must be selected as a function of the commodity received at the BIP or, at DPE/DPI.

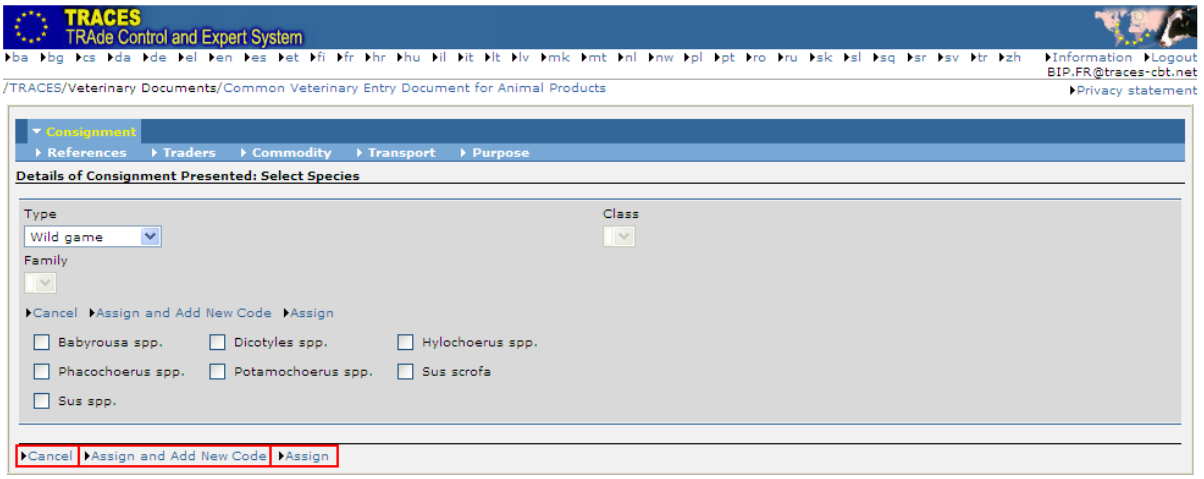
The list of Nomenclature Codes available within TRACES concerns:
* animals for CVEDA
* animal products and products of animal origin for CVEDP
* feed and food of non-animal origin for CED

The TRACES user can:

Option	Information
'Assign'	select the Nomenclature Code directly by inputting the code in the 'Nomenclature code' field and clicking the 'Assign' button to continue.
'Search'	Search for the Nomenclature code in the Nomenclature code tree, by inputting the code in the 'Nomenclature code' field and clicking the 'Search' button to continue.
'Filter'	filter the Nomenclature Code from the official documents' model presented or specify the legislative act number and pressing 'Filter'. The tree structure is thereby limited to relevant Nomenclature Codes
'+' sign	search for the Nomenclature Code in the Nomenclature code tree by clicking on the '+' sign next to the Nomenclature Code, to display its extension and select the appropriate Nomenclature Code to continue

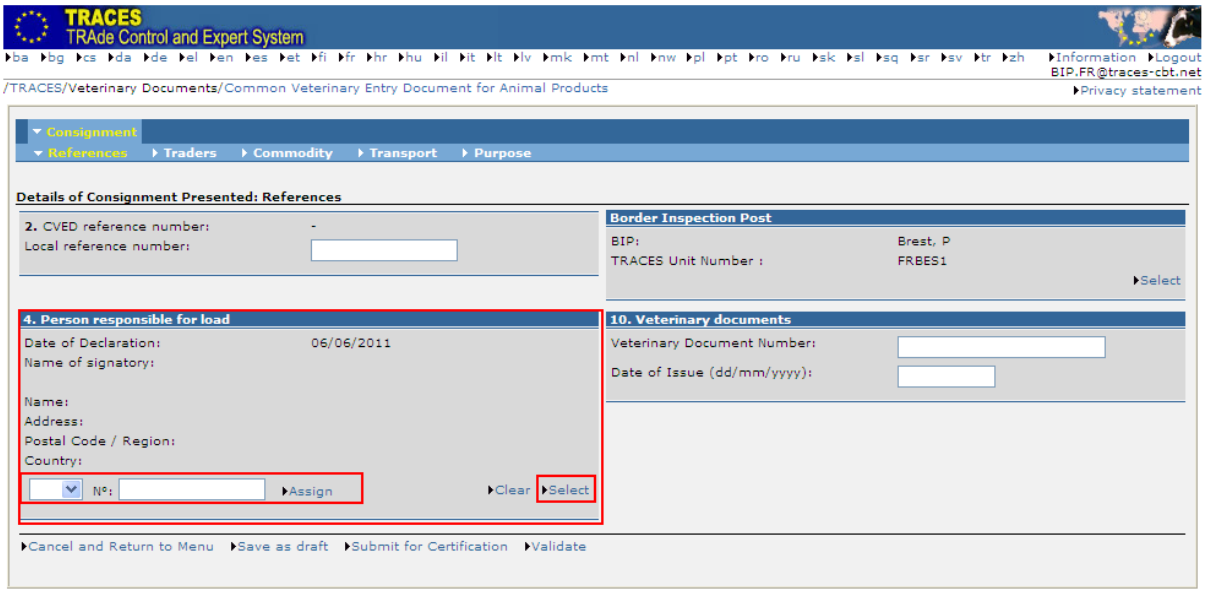

TRACES
TRAde Control and Expert System
Information
Logout
BIP.FR@traces-cbt.net
/TRACES/Veterinary Documents/Common Veterinary Entry Document for Animal Products
Privacy statement
Consignment
References
Traders
Commodity
Transport
Purpose
Details of Consignment Presented: Select Commodity Code
Search Criteria
Nomenclature Code:
02032110
Assign
Search
Model:
Filter
Nomenclature Code Browser
02- MEAT AND EDIBLE MEAT OFFAL
0201- Meat of bovine animals, fresh or chilled
0202- Meat of bovine animals, frozen
0203- Meat of swine, fresh, chilled or frozen
Fresh or chilled:
Frozen
0203 21- Carcases and half-carcases
0203 21 10- Of domestic swine
0203 21 90- of wild suidae
0203 22- Hams, shoulders and cuts thereof, with bone in
0203 29- Other
0204- Meat of sheep or goats, fresh, chilled or frozen
0205- Meat of horses, asses, mules or hinnies, fresh, chilled or frozen
0206- Edible offal of bovine animals, swine, sheep, goats, horses, asses, mules or hinnies, fresh, chilled or frozen
0207- Meat and edible offal, of the poultry of heading|0105, fresh, chilled or frozen
0208- Other meat and edible meat offal, fresh, chilled or frozen
0209- Pig fat, free of lean meat, and poultry fat, not rendered or otherwise extracted, fresh, chilled, frozen, salted, in brine, dried or smoked
0210- Meat and edible meat offal, salted, in brine, dried or smoked; edible flours and meals of meat or meat offal
03- FISH AND CRUSTACEANS, MOLLUSCS AND OTHER AQUATIC INVERTEBRATES
04- DAIRY PRODUCE; BIRDS' EGGS; NATURAL HONEY; EDIBLE PRODUCTS OF ANIMAL ORIGIN, NOT ELSEWHERE SPECIFIED OR INCLUDED
05- PRODUCTS OF ANIMAL ORIGIN, NOT ELSEWHERE SPECIFIED OR INCLUDED
12- OIL SEEDS AND OLEAGINOUS FRUITS; MISCELLANEOUS GRAINS, SEEDS AND FRUIT; INDUSTRIAL OR MEDICINAL PLANTS; STRAW AND FODDER
15- ANIMAL OR VEGETABLE FATS AND OILS AND THEIR CLEAVAGE PRODUCTS; PREPARED EDIBLE FATS; ANIMAL OR VEGETABLE WAXES
16- PREPARATIONS OF MEAT, OF FISH OR OF CRUSTACEANS, MOLLUSCS OR OTHER AQUATIC INVERTEBRATES
17- SUGARS AND SUGAR CONFECTIONERY
19- PREPARATIONS OF CEREALS, FLOUR, STARCH OR MILK; PASTRYCOOKS' PRODUCTS

Only CN codes in bold can be selected.



Depending on the Nomenclature Code selected, a code extension to categorise the commodity at sanitary (type) and phylogenic (class, family, species) level may be required.

4.1.2 SELECT AN ORGANISATION WITHIN A BOX



An organisation can be inserted into any box via two options:

Option	**Information**
'Assign'	allows assigning quickly the organisation within the box, by selecting the country (ISO code) and the organisations' Approval Number'.
'Select'	allows selecting the organisation via a search screen [34] Note Persons Responsible for load must, when selecting an organisation, specify the country and at least three letters of the name of the organisation sought for this box. He can use the '%' sign to broaden the field of search, if necessary. (E.g.: %Logistics to find S.A. Logistics Air & Sea).

34 See Heading ''3.1 Organisations'

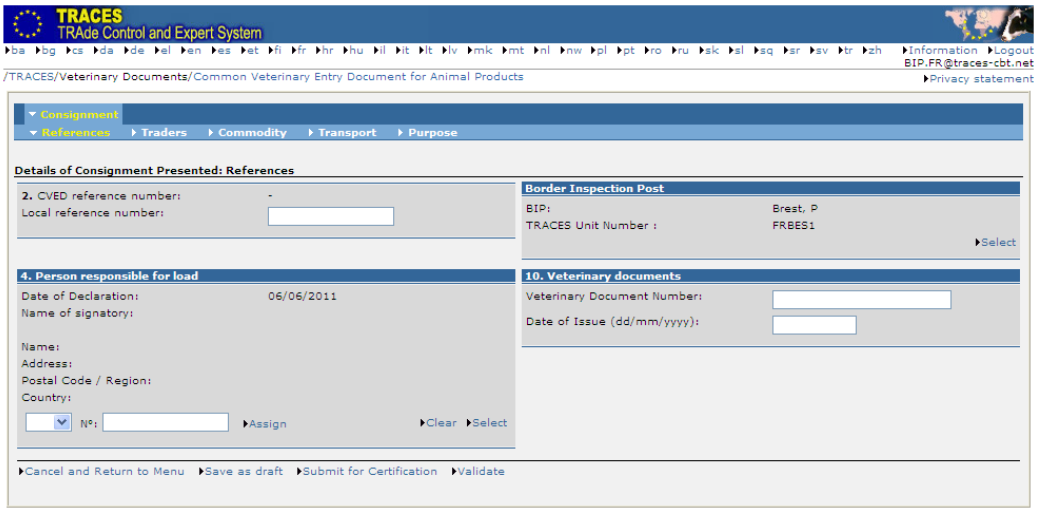
4.1.3 PART I OF A CVEDP

Part I 'Consignment' of the CVEDP within TRACES, regroups all boxes according to Regulation (EC) 136/2004, within the tabs as summarised below.

The official description of the boxes can be found in Annex III '*Notes for guidance for the CVED certificate'*.(Regulation (EC) 136/2004). However, some boxes within TRACES are highlighted below.

Tab **Information**

References



'2. CVED reference number'
A unique reference number [35] assigned automatically by TRACES, which appears after the submission of Part I.
As long as the status of the official document[36] is submitted to the competent authorities (status: 'New)', TRACES users can still modify it. A version number (V) has been introduced. Upon each new submission of an official document, whether modified or not, the version number (V) increases.

'Local reference number'
A number which the competent authority can assign in accordance to its national administration. Inspection centres could be identified at this level (optional).
If not indicated, an unique reference number is signed by TRACES.

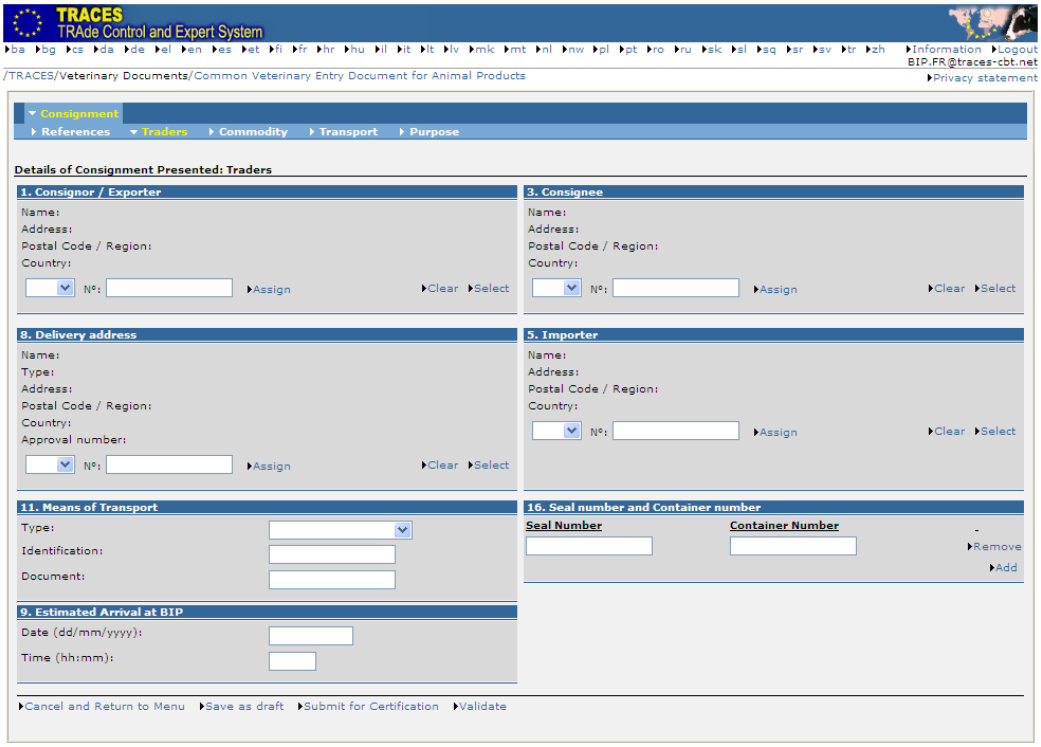
'4. Person responsible for load'
If the 'Person responsible for load/the consignment' is registered in TRACES and makes the declaration himself (*Part I*), this field is automatically filled with his organisation.

'Border Inspection Post'
The name of the Competent Authority and its TRACES code are filled automatically when Part I has been initiated, according to the organisation filled in box 4. 'Person Responsible for load'.
However, this information can be modified by the Person responsible for load, with the "**Select**" option or added if the CCA creates the CVED on behalf of a BIP.

35 The TRACES reference number is always formatted in the following format: CVEDP or CVEDA or CED followed by the ISO code for the country, the year and then a 7-digit number. e.g.: CVEDP.FR.2011.0000001. Only CVED and CED with a 'draft' status have a different format: DRAFT.FR.2011.0000001

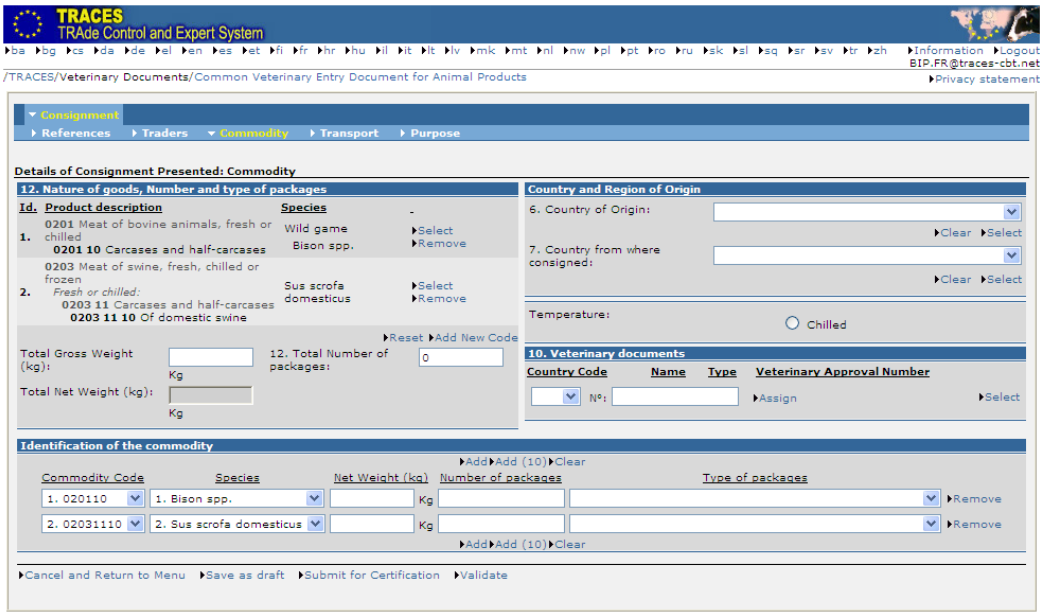
36 See Annex B – Overview certification workflow

Traders



'16. Seal number and Container number'
The 'add' button can be used to reveal as many lines as necessary, since the two pieces of information may be independent, filled in or not.

Commodity



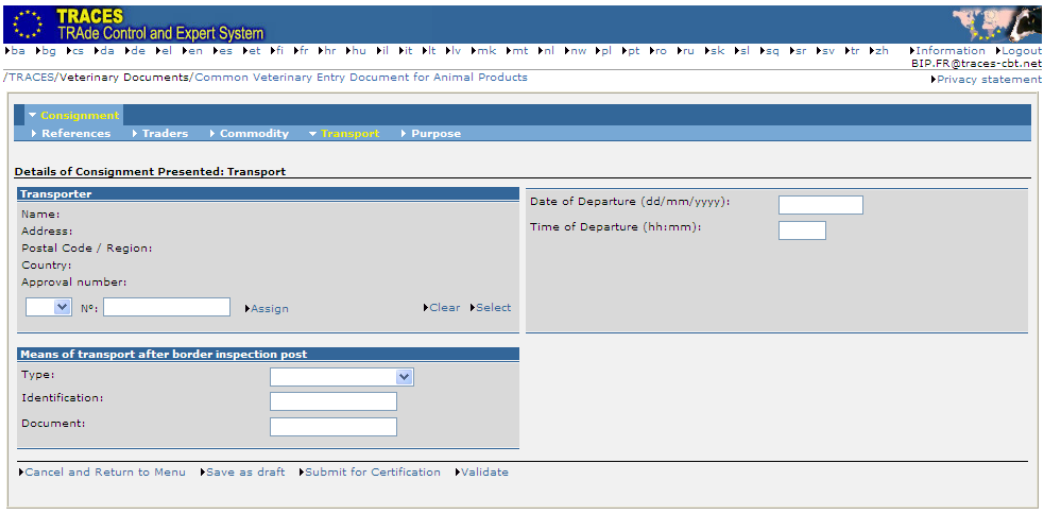
'6. Country of origin'
Countries are to be selected from a drop-down list, which is automatically limited to the countries authorised to export the selected commodity to the EU. This restriction does not apply for CVEDs issued by Non-EU countries for internal use.

'10. Veterinary documents'
For the release for free circulation within the EU of the commodities listed in Annex II,

only listed third country (LMS) establishments can be selected from a drop-down list; specific to the commodity imported.
For transiting consignments it is possible to create or select an establishment with the Activity Type 'non-approved establishment'[37]..
These coherence rules do not apply to CVEDs issued by Non-EU countries for internal use.
In the event of re-import of a product, this box must be left empty.
For codes 1213, 1214 (straw, hay) this box can be left empty.

'12. Nature of goods, Number and type of packages'
Modifications to the Nomenclature Code and extensions within the official document can be made through the **'Select'**, 'Remove', 'Reset' and 'Add New Code' buttons.
Any modification of the Nomenclature Code or extension may cause information to be deleted in Part I, in view of the coherence rules.

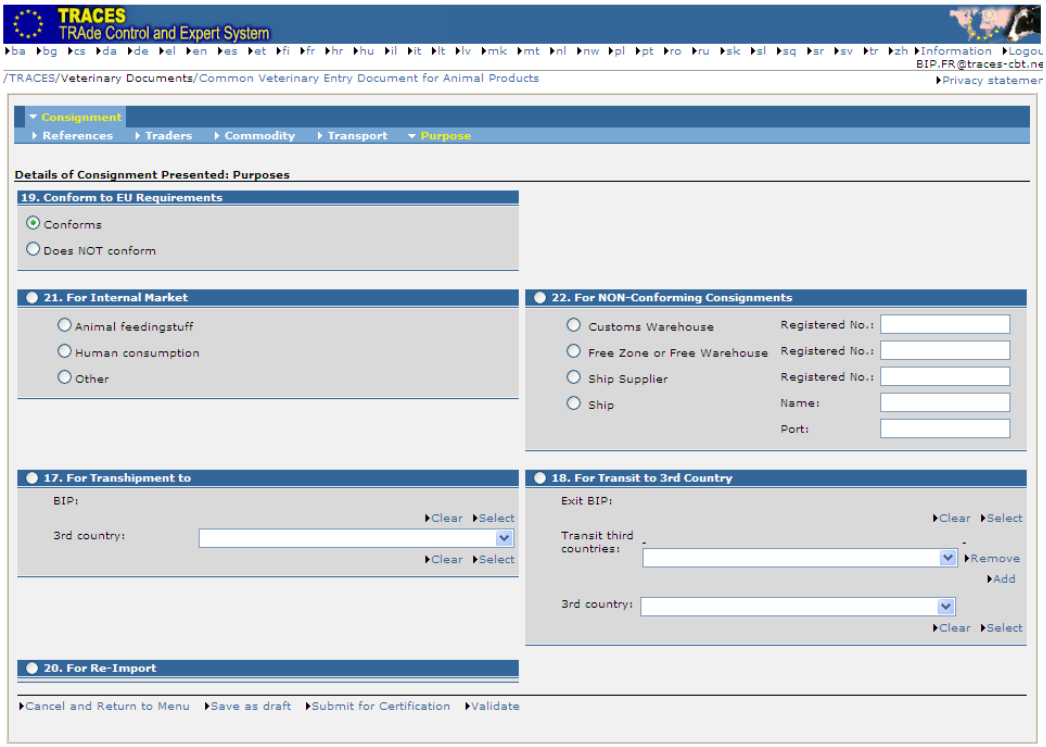
Transport



The Transport tab involves transport information after the BIP, and is optional for imports of 'Animal Products' and 'Products of Animal Origin' except for Transiting for Non-conforming consignments.
Note - This tab does not apply to Non-EU countries which issue CVEDs.

37 See Annex A – Overview establishment Activity Types.

Purpose



'17. For Transhipment to' [38] or '18. For Transit to 3rd Country'

It is possible to select or create a Consignee and Delivery address situated in a Non-EU country when it concerns a transiting consignment or transhipment. It is nevertheless possible to validate the official document without filling these boxes if the information is not known.

'19. Conform to EU requirements'
For Non-EU countries, conformity is defined in relation to their own rules.

'20. For Re-Import'
Only after ticking the box 20 'For Re-Import' in the 'Purpose' tab, it is possible to select in the first tabs, following information:
* EU/EFTA/EEA countries: in the boxes 'Consignor', 'Delivery address' organizations and 'Country of origin'
* Third countries: in the box 7 'Country from where consigned'.
The box 10 'Veterinary documents' for the establishment of origin has to remain empty.

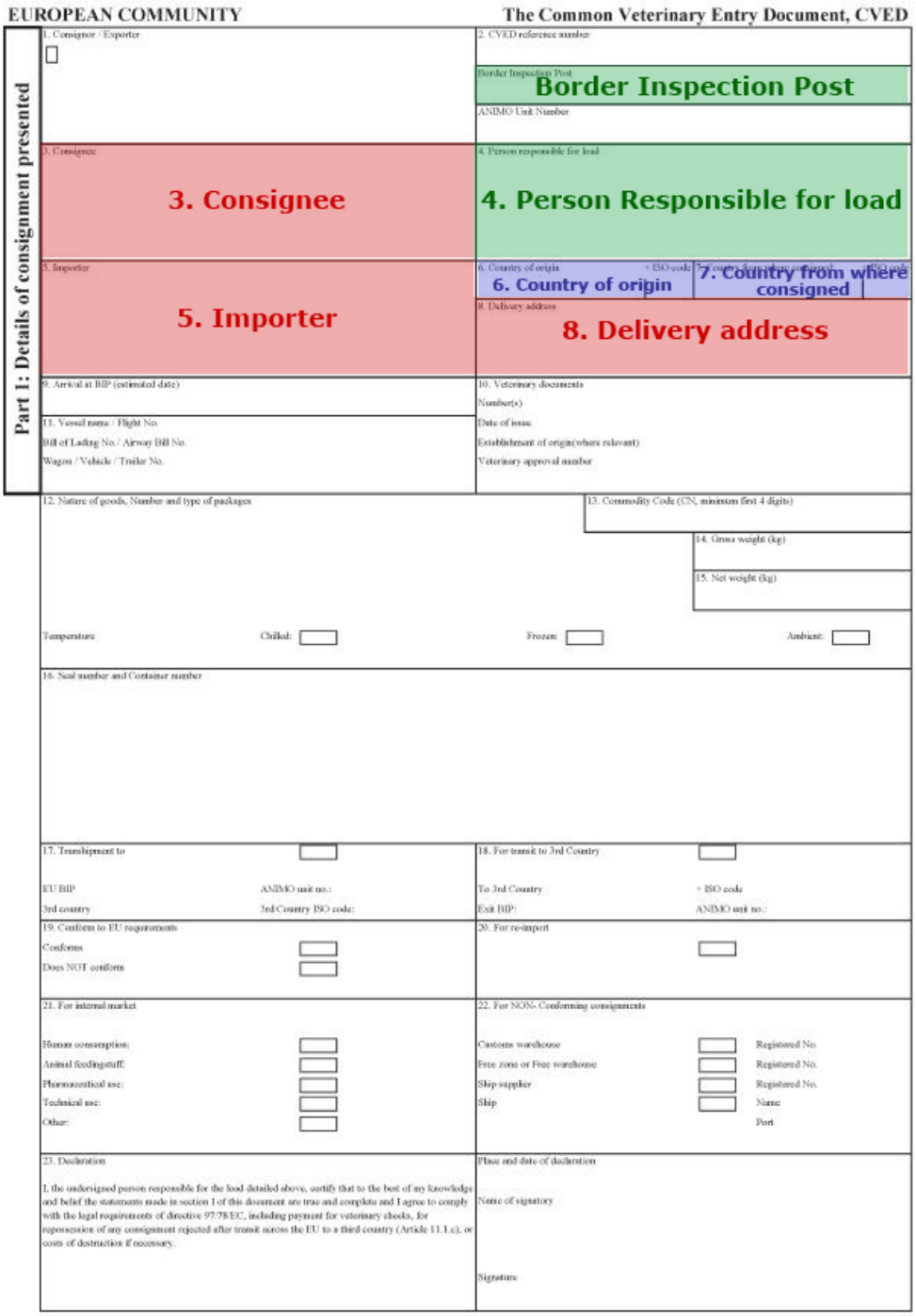
'21. For Internal Market'
Selection of a Consignee and Delivery address within an EU/EFTA/EEA country is mandatory.

'22. For NON-Conforming Consignments'.[39]

38 See Heading 5.6 'Splitting of consignments (CVEDP) for more information on this related 'Official document functionality'.
39 See Heading 5.6 'Splitting of consignments (CVEDP) for more information on this related 'Official document functionality'.

Note - linking of CVEDP boxes within TRACES

In order to speed up the creation of Part I of a CVEDP, the information inserted in a box is sometimes copied to (an)other box(es), if the organisations' Activity Type [40] selected in the first box is allowed for other box(es). For example: the 'Consignee' may by copied automatically to the 'Delivery address' and the 'Importer'.


EUROPEAN COMMUNITY
The Common Veterinary Entry Document, CVED
Part 1: Details of consignment presented
1. Consignor / Exporter
2. CVED reference number
Border Inspection Post
Border Inspection Post
ANIMO Unit Number
3. Consignee
3. Consignee
4. Person responsible for load
4. Person Responsible for load
5. Importer
5. Importer
6. Country of origin
+ ISO code
6. Country of origin
7. Country from where consigned
8. Delivery address
8. Delivery address
9. Arrival at BIP (estimated date)
10. Veterinary documents
Number(s)
Date of issue
Establishment of origin(where relevant)
Veterinary approval number
11. Vessel name / Flight No.
Bill of Lading No./ Airway Bill No.
Wagon / Vehicle / Trailer No.
12. Nature of goods, Number and type of packages
13. Commodity Code (CN, minimum first 4 digits)
14. Gross weight (kg)
15. Net weight (kg)
Temperature
Chilled:
Frozen:
Ambient:
16. Seal number and Container number
17. Transhipment to
EU BIP
3rd country
ANIMO unit no.:
3rd Country ISO code:
18. For transit to 3rd Country
To 3rd Country
Exit BIP:
+ ISO code
ANIMO unit no.:
19. Conform to EU requirements
Conforms
Does NOT conform
20. For re-import
21. For internal market
Human consumption:
Animal feedingstuff:
Pharmaceutical use:
Technical use:
Other:
22. For NON- Conforming consignments
Customs warehouse
Free zone or Free warehouse
Ship supplier
Ship
Registered No.
Registered No.
Registered No.
Name
Port
23. Declaration
I, the undersigned person responsible for the load detailed above, certify that to the best of my knowledge and belief the statements made in section I of this document are true and complete and I agree to comply with the legal requirements of directive 97/78/EC, including payment for veterinary checks, for repossession of any consignment rejected after transit across the EU to a third country (Article 11.1.c), or costs of destruction if necessary.
Place and date of declaration
Name of signatory
Signature

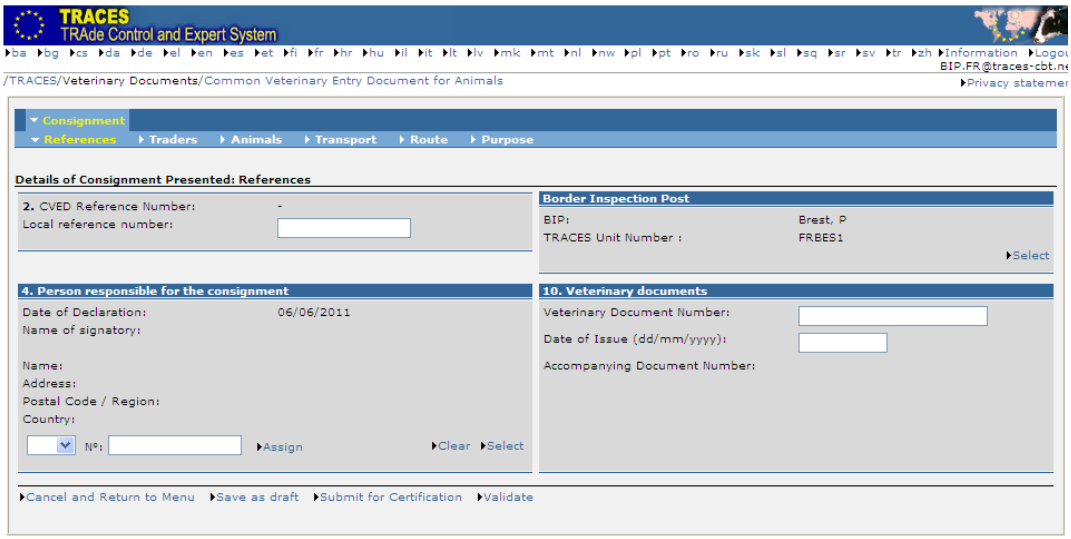
40 See Annex A 'Overview establishment Activity Types'

4.1.4 PART I OF A CVEDA

Part I "'Consignment"' of the CVEDA within TRACES, regroups all boxes according to Regulation (EC) 282/2004, within the tabs as summarised below.

The official description of the boxes can be found in Annex I 'Notes for guidance on the common veterinary entry document (CVED) for live animals from Non-EU countries entering the European Union or the European Economic Area' (Regulation (EC) 282/2004). However, some boxes within TRACES are highlighted below.

Tab	**Information**
References	



'2. CVED reference number'
A unique reference number [41] assigned automatically by TRACES, which appears after the submission of Part I.
As long as the status of the official document[42] is submitted to the competent authorities (status: 'New)', TRACES users can still modify it. A version number (V) has been introduced. Upon each new submission of an official document, whether modified or not, the version number (V) increases.

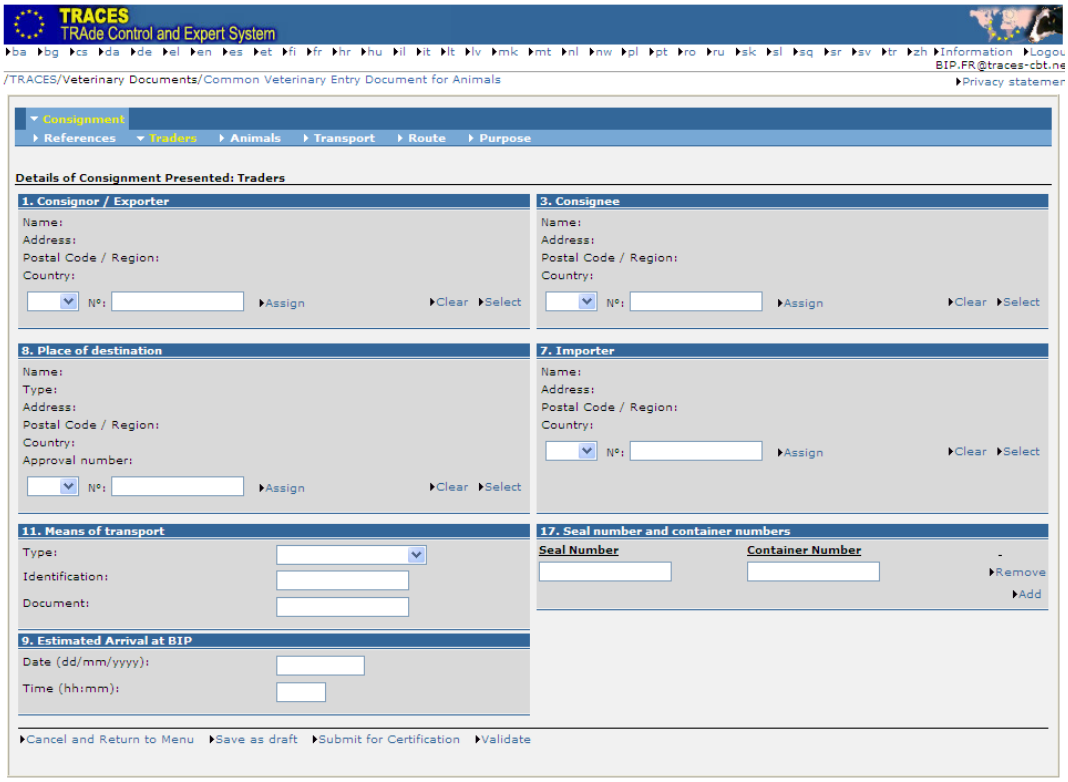
'Local reference number'
A number which the competent authority can assign in accordance to its national administration. Inspection centres could be identified at this level (optional).
If not indicated, a unique reference number is signed by TRACES.

'4. Person responsible for the consignment'
If the 'Person responsible for load/the consignment' is registered in TRACES and makes the declaration himself (*Part I*), this field is automatically filled with his organisation.

'Border Inspection Post'
The name of the Competent Authority and its TRACES code are filled automatically when Part I has been initiated, according to the organisation filled in box 4. 'Person Responsible for load'.
However, this information can be modified by the Person responsible for load, with the "**Select**" option or added if the CCA creates the CVED on behalf of a BIP.

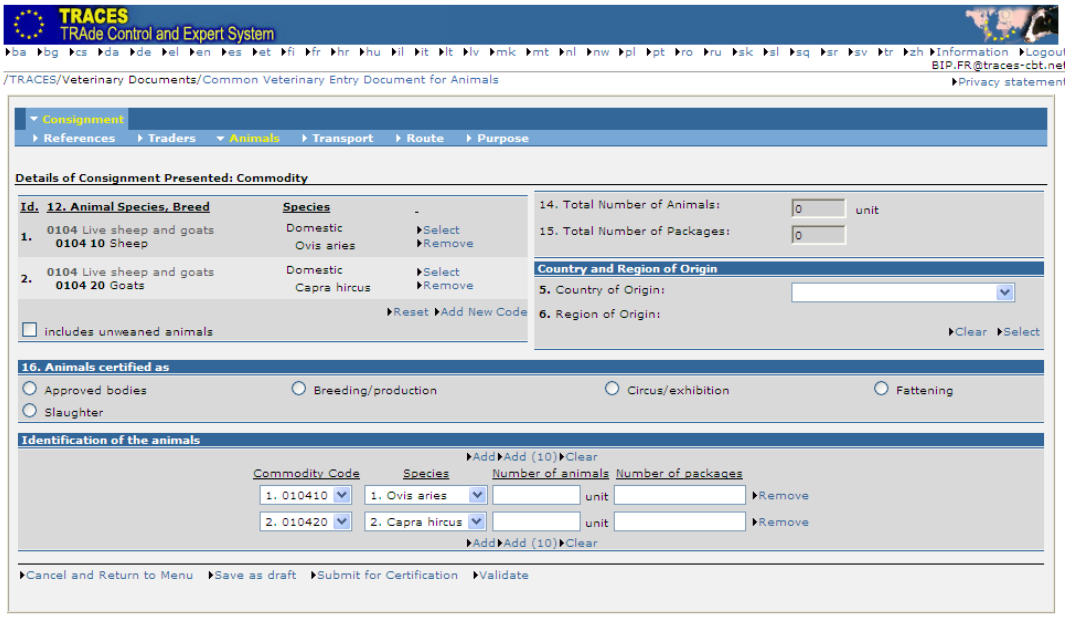
41 The TRACES reference number is always formatted in the following format: CVEDP or CVEDA or CED followed by the ISO code for the country, the year and then a 7-digit number. e.g.: CVEDP.FR.2011.0000001. Only CVED or CED with a 'draft' status have a different format: DRAFT.FR.2011.0000001

Traders



'17. Seal number and container numbers'
The 'add' button can be used to reveal as many lines as necessary, since the two pieces of information may be independent, filled in or not.

Animals

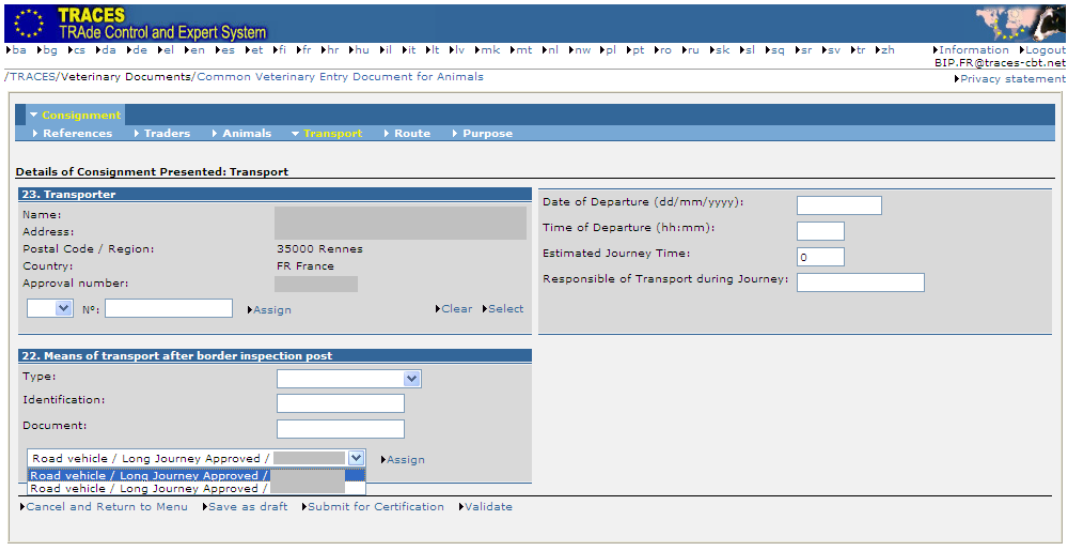


'12. Animals, Species, Breed'
Modifications to the Nomenclature Code and extensions within the official document can be made through the **'Select'**, 'Remove', 'Reset' and 'Add New Code' buttons.
Any modification of the Nomenclature Code or extension may cause information to be

42 See Annex B – Overview certification workflow

deleted in Part I, in view of the coherence rules.

Transport

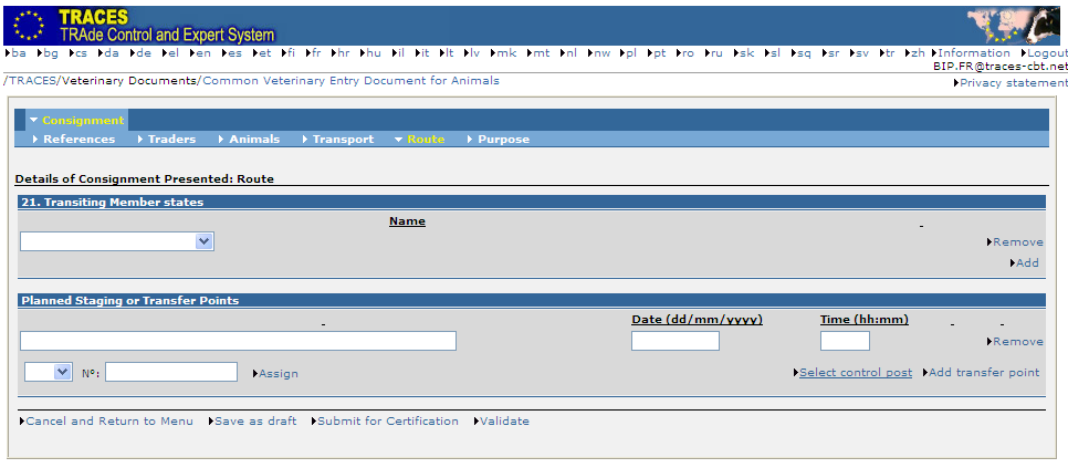


The Transport tab involves transport information after the BIP, and is mandatory for imports of ' Animals'. This tab does not apply to Non-EU countries which issue CVEDs.

'22. Means of transport after border inspection post'
These authorisations are required by TRACES, which checks their validity when issuing the CVEDA.
As soon as a commercial 'Transporter' has been selected, the 'Means of transport' can be assigned directly. For this purpose, select the appropriate 'Means of transport' from the drop-down menu and click on the ‘Assign’ button.

'Estimated journey time'
A geographic information system (GIS) automatically calculates the ‘*estimated journey time’* by road between the BIP of entry and the place of destination.
This time may be corrected upwards only. Calculation of air transport time is not automatic.

Route

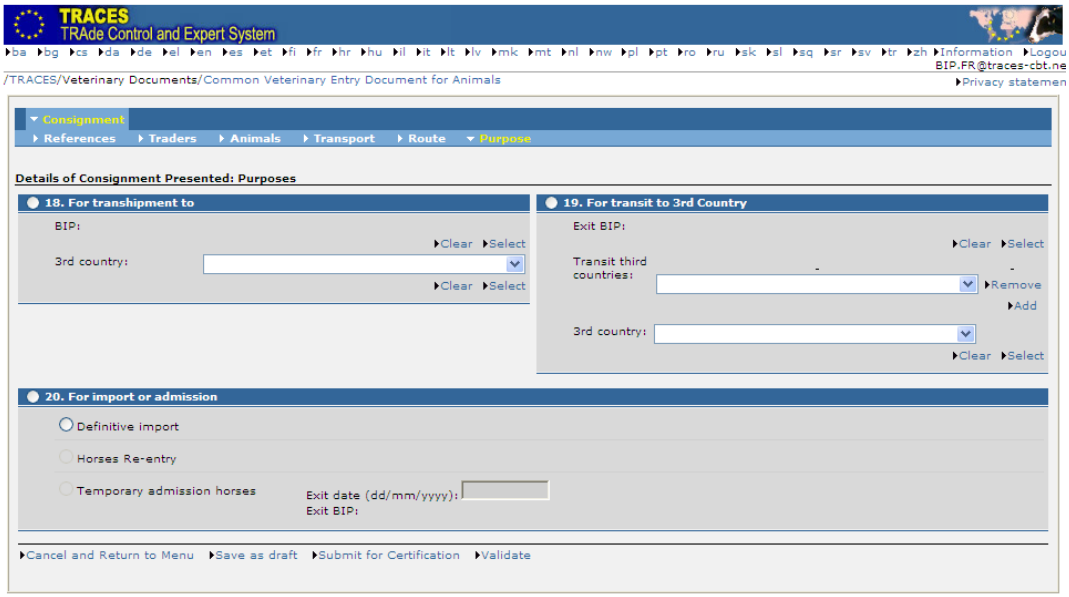


'Planned Staging or Transfer Points'
In accordance with Regulation 1/2005, the need for a route plan is mandatory for an estimated journey time of more than 8 hours for the following species: cattle, sheep, goats, pigs, domestic horses and unweaned animals.
In this case, at least one transfer/rest point must be defined. This involves information to be entered in a free text box, without a link to an inspection authority. For this purpose, click on the ‘**Add transfer point**’ button.

The obligation to enter one or more control posts/assembly centres, which can be selected exclusively from a menu, depends on the species concerned, weaning of the animals and the journey time according to the rules defined below:
- for unweaned animals and a journey time over 19 hours,
- for pigs and domestic horses and a journey time over 24 hours
- for sheep, goats and cattle and a journey time over 29 hours.

In these cases, at least one ‘control post’ and one ‘transfer point’ must be entered by clicking on the ‘**Select control post’** button

Purpose



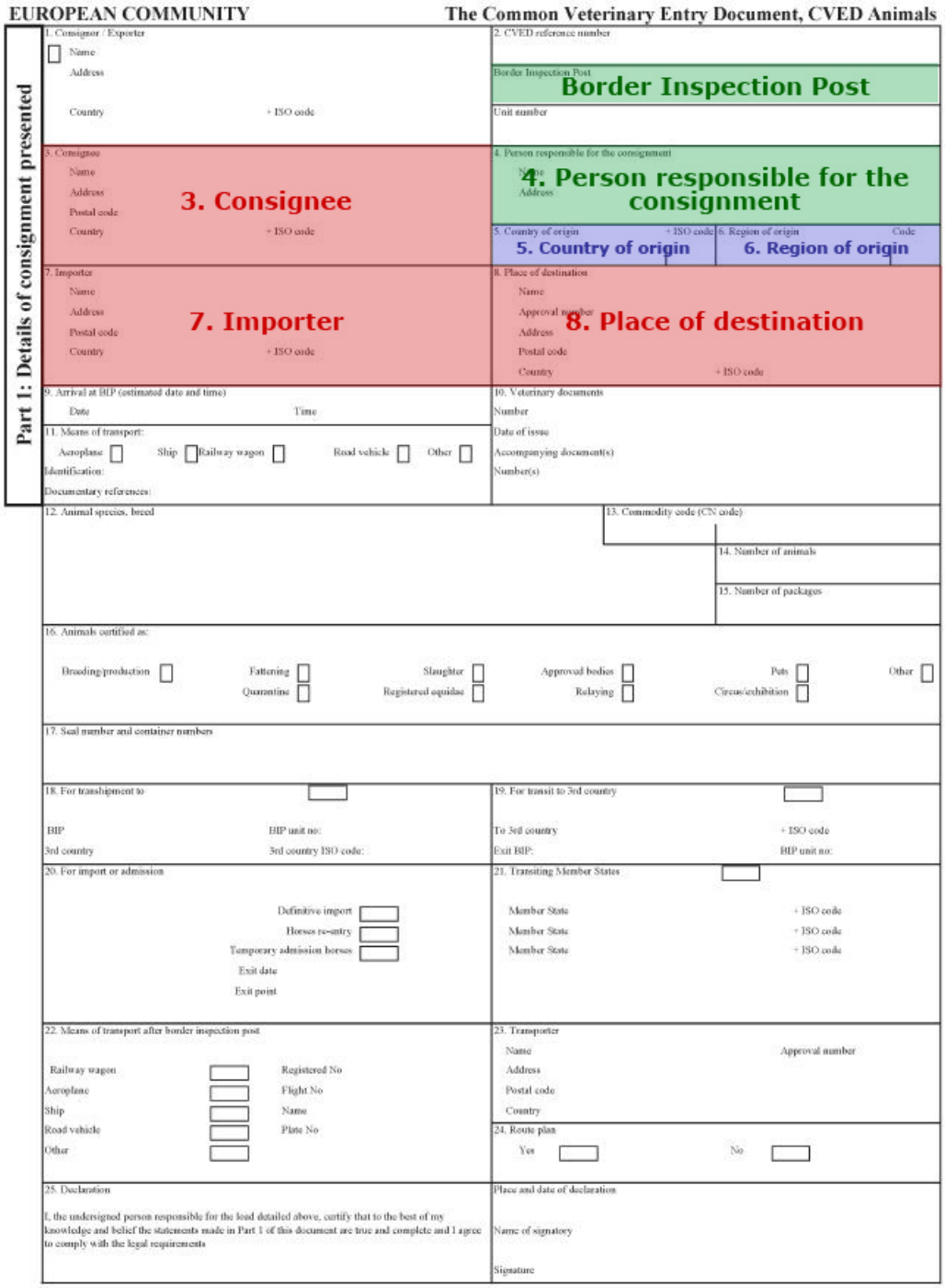
'18. For transhipment to' and '19. For transit to 3rd Country'

It is possible to select or create a Consignee and Place of destination situated in a Non-EU country when it concerns a transiting consignment or transhipment. It is nevertheless possible to validate the official document without filling these boxes if the information is not known.

'20. For import or admission'

Note - linking of CVEDA boxes within TRACES

In order to speed up the creation of Part I of a CVEDA, the information inserted in a box is sometimes copied to (an)other box(es), if the organisations' Activity Type [43] selected in the first box is allowed for other box(es). For example: the 'Consignee' may by copied automatically to the 'Place of destination' and the 'Importer'.



43 See Annex A 'Overview establishment Activity Types'

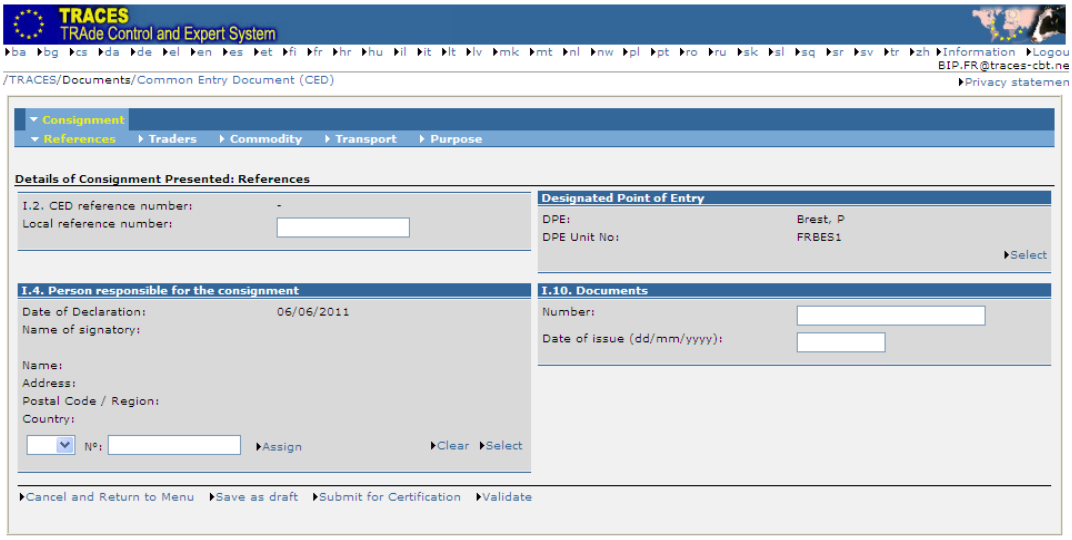
4.1.5 PART I OF A CED

Part I "'Consignment"' of the CED within TRACES, regroups all boxes according to Regulation (EC) 669/2009, within the tabs as summarised below.

The official description of the boxes can be found in Annex II '*Notes for guidance for the CED'* (Regulation (EC) 669/2009). However, some boxes within TRACES are highlighted below.

Tab **Information**

References



'I.2. CED reference number'
A unique reference number[44] assigned automatically by TRACES, which appears after the submission of Part I.
As long as the status of the official document[45] is submitted to the competent authorities (status: 'New)', TRACES users can still modify it. A version number (V) has been introduced. Upon each new submission of an official document, whether modified or not, the version number (V) increases.

'Local reference number'
A number which the competent authority can assign in accordance to its national administration (optional). If not indicated, an unique reference number is signed by TRACES.

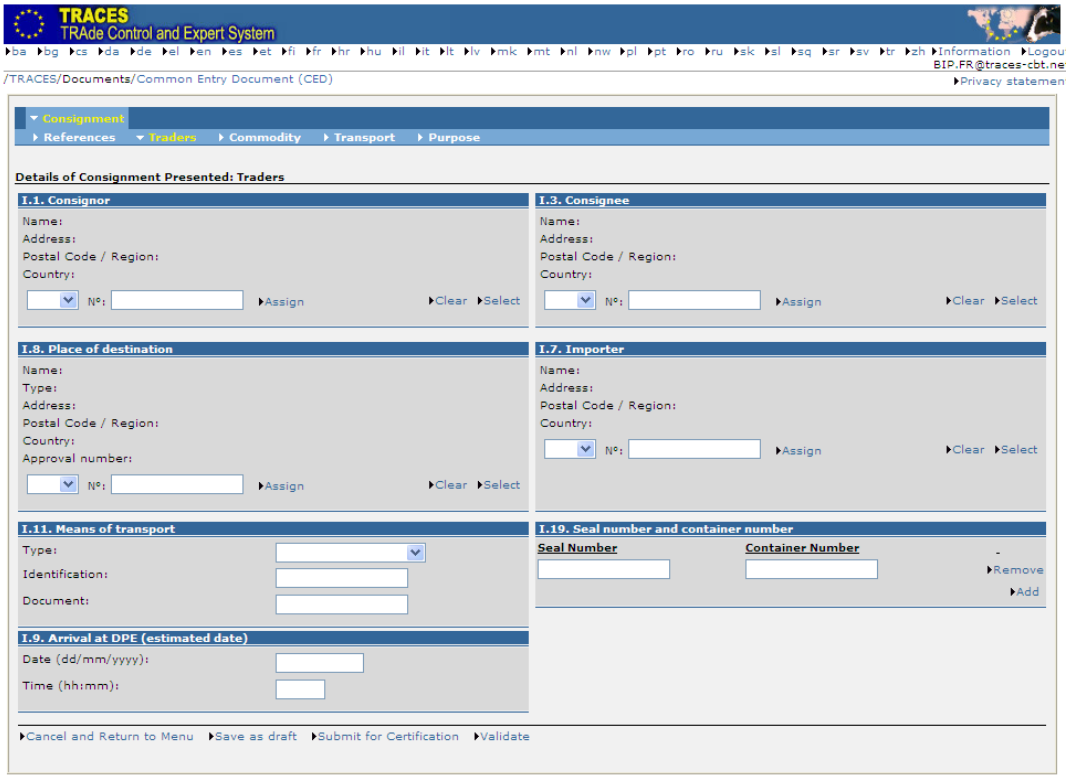
'I.4 Person responsible for the consignment'
If the 'Person responsible for the consignment' is registered in TRACES and makes the declaration himself (*Part I*), this field is automatically filled with his organisation.

'Designated Point of Entry'(Designated point of Import)'
The name of the Competent Authority and its TRACES code are filled automatically when Part I has been initiated, according to the organisation filled in box I.4. 'Person Responsible for the consignment'.

However, this information can be modified by the Person responsible for the consignment, with the "**Select**" option or supplemented if the CCA creates the CED on behalf of a competent authority.

44 The TRACES reference number is always formatted in the following format: CVEDP or CVEDA or CED followed by the ISO code for the country, the year and then a 7-digit number. e.g.: CVEDP.FR.2011.0000001. Only CVED and CED with a 'draft' status have a different format: DRAFT.FR.2011.0000001

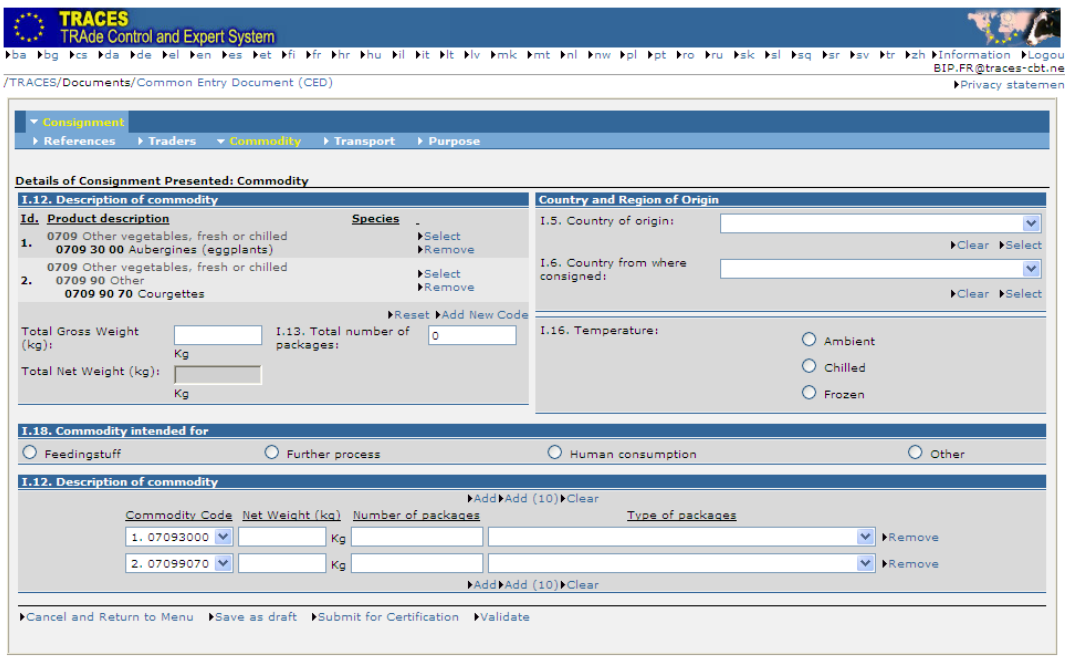
Traders



'I.11 Means of Transport'
This box involves information of arrival transport to the BIP, and is mandatory.

'I.19 Seal number and container number'
The 'add' button can be used to reveal as many lines as necessary, since the two pieces of information may be independent, filled in or not.

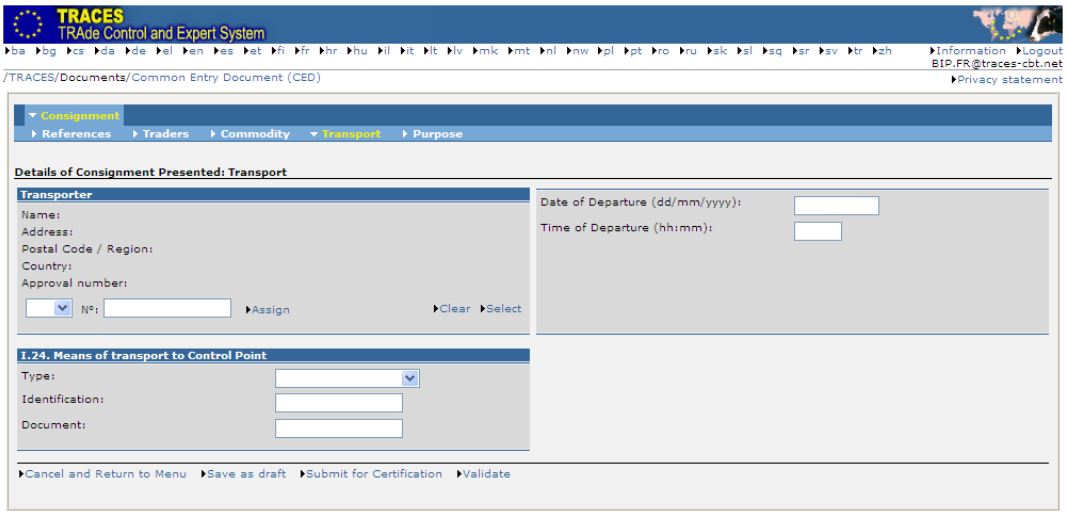
Animals



45 See Annex B – Overview certification workflow.

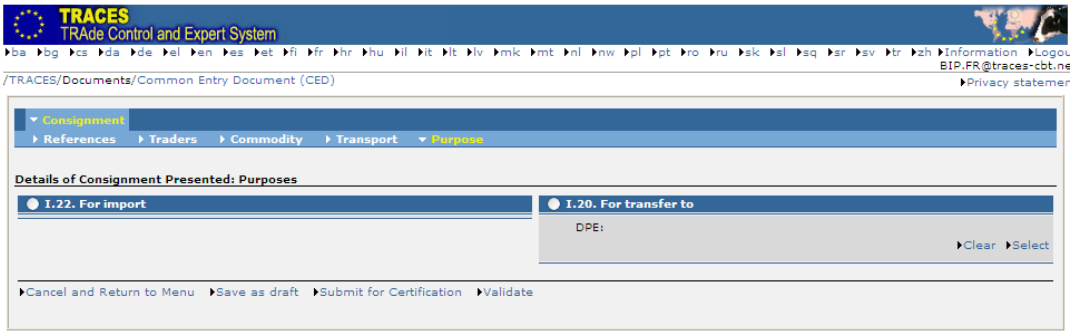
'I.12 Description of Commodity'
Modifications to the Nomenclature Code and extensions within the official document can be made through the **'Select'**, 'Remove', 'Reset' and 'Add New Code' buttons.
Any modification of the Nomenclature Code or extension may cause information to be deleted in Part I, in view of the coherence rules.

Transport



The Transport tab involves transport information after the BIP, and is optional for imports of 'Feed and Food of non-Animal Origin', except for the 'Type' within box I.24 'Means of transport to Control Point'.

Purpose

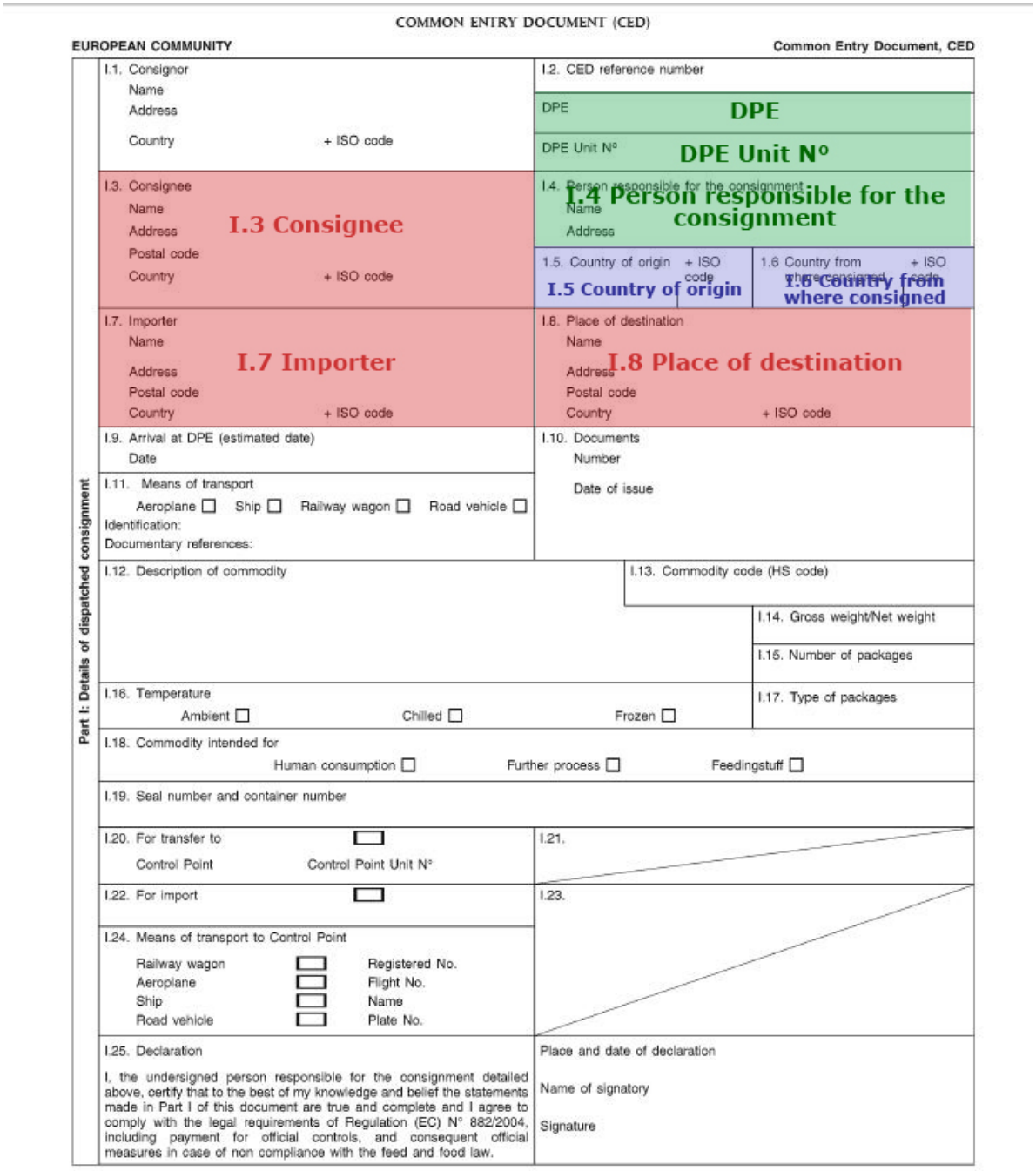


'I.20 For transfer to'
Should be used during the transitional period provided for in Article 19 (1) to allow onward transportation to another Control Point.

'I.22 For import'

Note - linking of CED boxes within TRACES

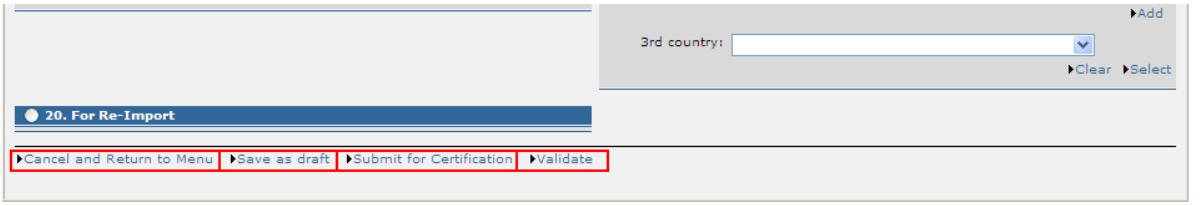
In order to speed up the creation of Part I of a CED, the information inserted in a box is sometimes copied to (an)other box(es), if the organisations' Activity Type [46] selected in the first box is allowed for other box(es). For example: the 'Consignee' may by copied automatically to the 'Place of destination' and the 'Importer'.



46 See Annex A 'Overview establishment Activity Types'

4.1.6 SUBMITTING PART I (*CONSIGNMENT*)

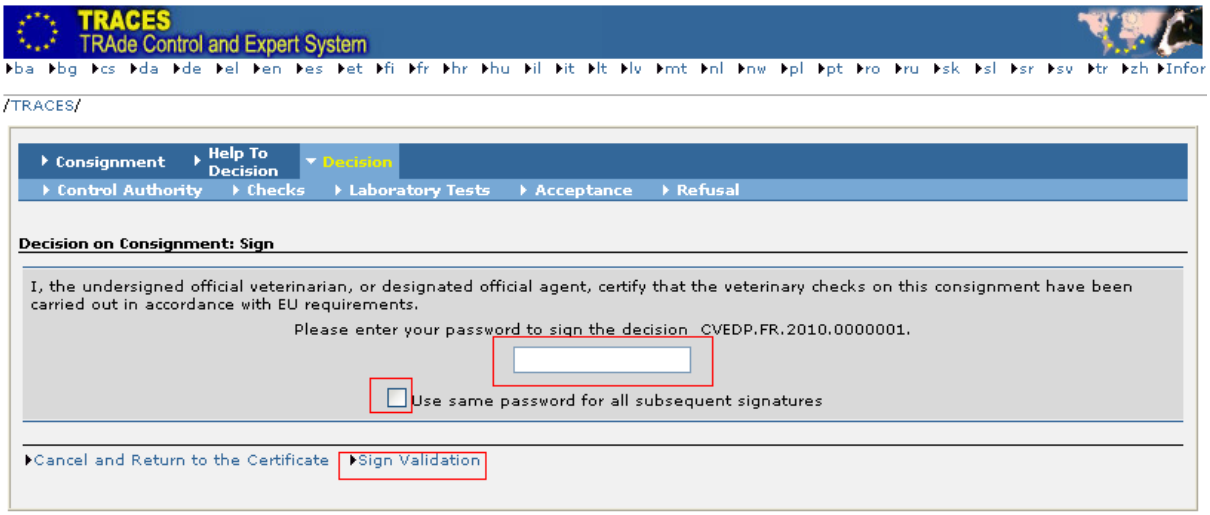
Following options are available when submitting Part I of the official document:



Saving options [47]

'Cancel and return to menu'	Used to return to the 'CVEDA', 'CVEDP' or 'CED' submenu and cancels all actions performed during creation of the official document.
'Save as draft'	Used to save Part I of an official document which has not been fully completed. The information relating to the commodity, consignor and consignee are mandatory to activate this option; for search reasons. This option is available for both business (private) users and competent authorities. The status of the official document becomes '**Draft'**.
'Submit for Certification'	All the mandatory boxes of Part I must be completed for the official document to be able to be submitted to the competent authority for certification. This button is available for both business (private) users and competent authorities The status of the official document becomes '**New'**.
'Validate'	Allows the competent authority only, if all the mandatory boxes of Part I are completed, directly to access Part II of the official document to enter its detailed decision (rejection or validation). The status of the official document becomes '**Valid'** or '**Rejected'**.

TRACES requires the password for the official document to be able to be validated.
After entering it, click on the '**Sign validation'** button.


TRACES
TRAde Control and Expert System
/TRACES/
Consignment
Help To Decision
Decision
Control Authority
Checks
Laboratory Tests
Acceptance
Refusal
Decision on Consignment: Sign
I, the undersigned official veterinarian, or designated official agent, certify that the veterinary checks on this consignment have been carried out in accordance with EU requirements.
Please enter your password to sign the decision CVEDP.FR.2010.0000001.
Use same password for all subsequent signatures
Cancel and Return to the Certificate
Sign Validation

47 See Annex B 'Overview certification workflow'

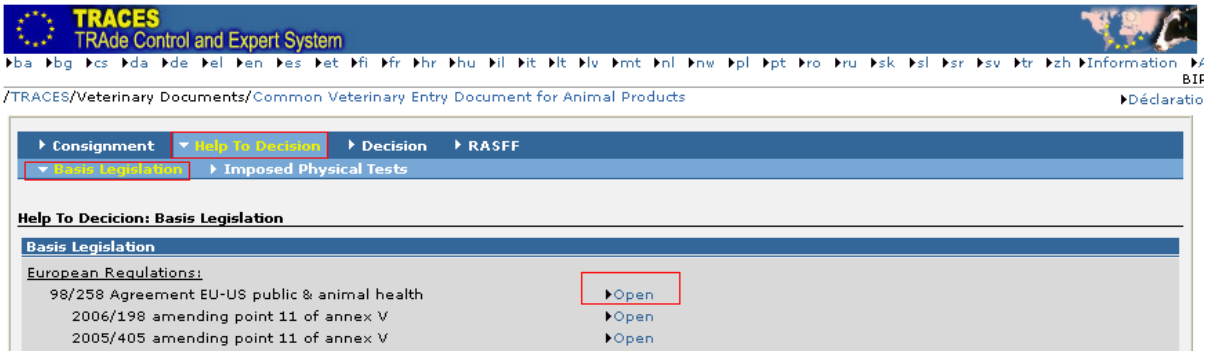
The '**Use same password for all subsequent signatures'** box can be checked for the password to be stored by TRACES throughout the session. A session terminates automatically after 30 minutes of inactivity.

4.2 Help To Decision (HTD)

The 'Help To Decision' tab is only available to competent authorities.
It has been implemented for the all official documents (CVED, CED) to alert, inform and assist competent authorities during the decision making process. Thus, the HTD module only appears upon completion of the submission of Part I of an official document.

4.2.1 BASIS LEGISLATION

The 'Basis Legislation' tab offers all the in force legislation relating to the nature and origin of the commodity presented.
Consultation is optional.



4.2.2 IMPOSED PHYSICAL TESTS

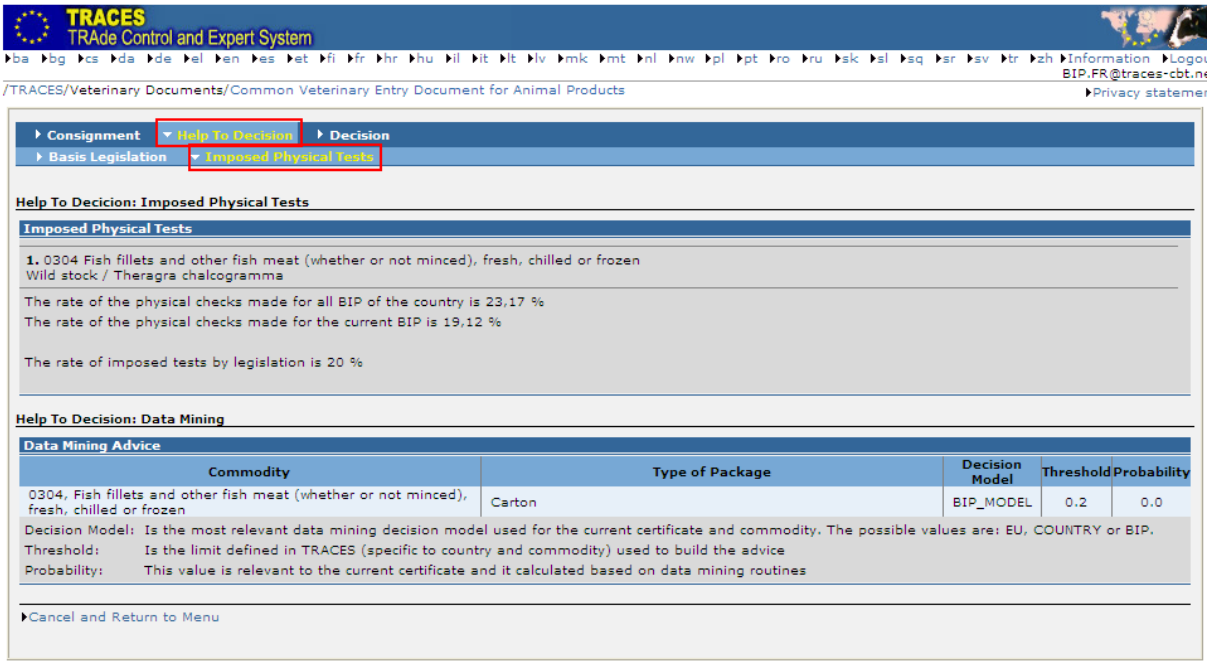
According to the commodity and country of origin specified within the official document (CVEDP, CED), the 'Imposed Physical Tests' tab informs the competent authority of:

* the level of official controls for each product [48]
* the number of checks already executed by the competent authority at the border and country levels

In case of CVEDP, a Data Mining part is also shown for each code selected within the official document.

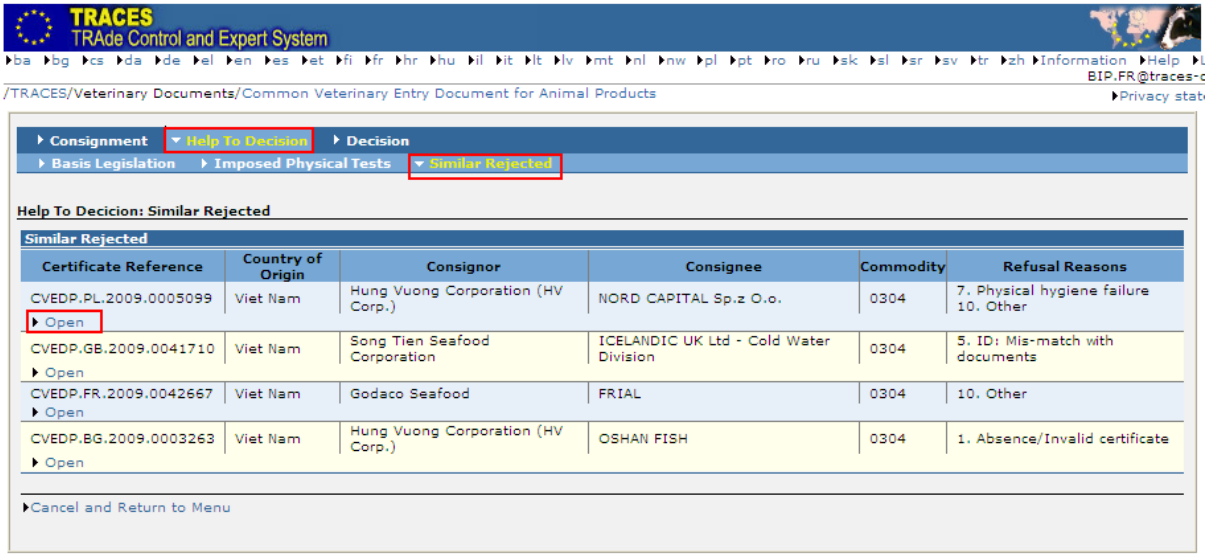
Consultation is optional.

48 CED: Commission Regulations (EC) 669/2009 and 1152/2009.
CVEDP: Commission Decision 94/360/EC.


TRACES
TRAde Control and Expert System
/TRACES/Veterinary Documents/Common Veterinary Entry Document for Animal Products
Consignment
Help To Decision
Decision
Basis Legislation
Imposed Physical Tests
Help To Decicion: Imposed Physical Tests
Imposed Physical Tests
1. 0304 Fish fillets and other fish meat (whether or not minced), fresh, chilled or frozen
Wild stock / Theragra chalcogramma
The rate of the physical checks made for all BIP of the country is 23,17 %
The rate of the physical checks made for the current BIP is 19,12 %
The rate of imposed tests by legislation is 20 %
Help To Decision: Data Mining
Data Mining Advice
Commodity
Type of Package
Decision Model
Threshold
Probability
0304, Fish fillets and other fish meat (whether or not minced), fresh, chilled or frozen
Carton
BIP_MODEL
0.2
0.0
Decision Model: Is the most relevant data mining decision model used for the current certificate and commodity. The possible values are: EU, COUNTRY or BIP.
Threshold: Is the limit defined in TRACES (specific to country and commodity) used to build the advice
Probability: This value is relevant to the current certificate and it calculated based on data mining routines
Cancel and Return to Menu

4.2.3 SIMILAR REJECTED CONSIGNMENTS

The presence of the 'Similar Rejected' tab requests the competent authority to consult the list of consignments of the same commodity originating from the same organisation which have been rejected by one of the EU competent authorities.
Opening this tab is mandatory but consultation of all the rejected consignments is optional.
This option is not activated for Non-EU countries.

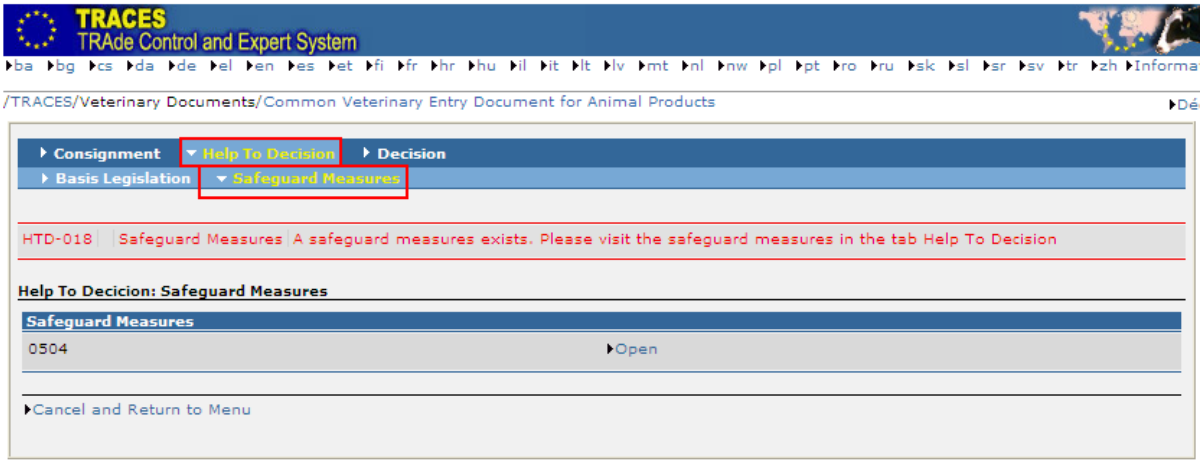


4.2.4 SAFEGUARD MEASURES

When a Safeguard Measure is activated for an official document (CVED[49]), a specific country of origin and specific commodity, only rejection of the consignment to be processed is possible.

Consultation of this tab is mandatory.

This option is not activated for Non-EU countries.



49 CVEDP: Article 22 of Council Directive 97/78/EC
CVEDA: Article 18 of Council Directive 91/496/EEC

4.3 Part II (Decision on consignment)

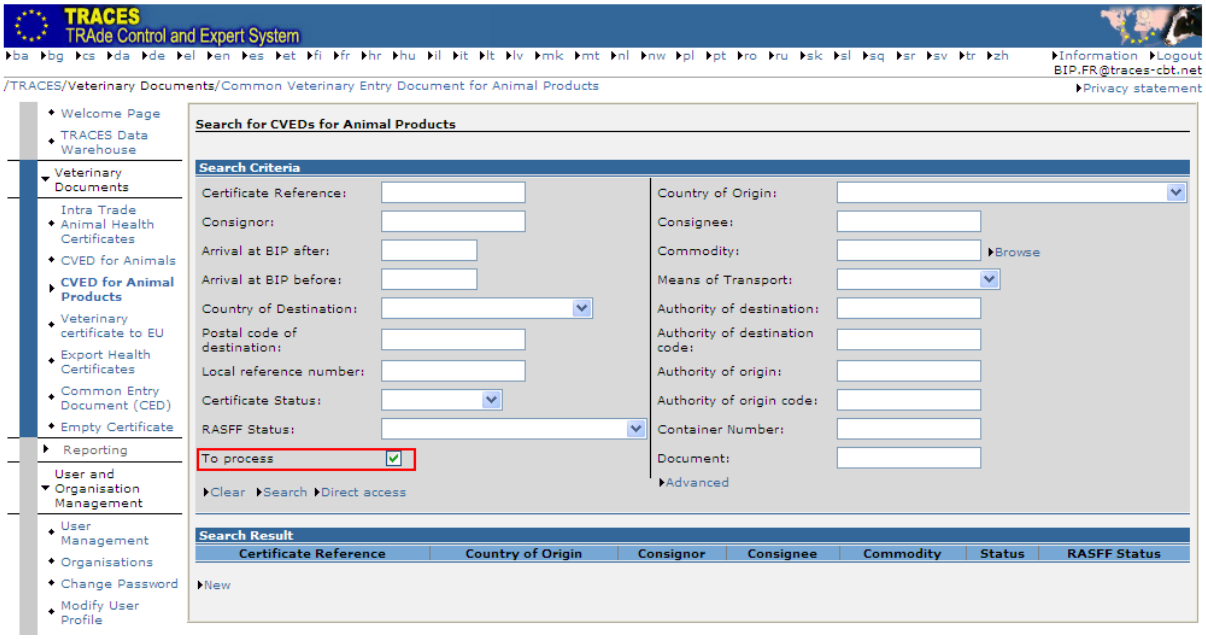
Part II of the official document (CVED, CED) concerns the conformation of the completion of official controls.
Only competent authorities can initiate and access and sign Part II of an official document (CVED, CED), relating to the acceptance or refusal of a consignment, from the 'Veterinary documents' menu:

* 'CVED for animals' (CVEDA) [50] submenu
* 'CVED for animal products' (CVEDP) [51] submenu
* Common Entry Documents (CED) [52] submenu

The Competent Authority with the responsibility for the custom warehouses and the Competent Authority with the responsibility for overseas departments and certain islands in compliance with Directive 97/78/EC can also issue and certify official documents under certain conditions.
These Competent Authorities are then called Super LVUs (SLVU) in TRACES. This status is conferred by Commission administrators at the justified request of EU/EFTA/EEA countries.

Whether a CED, CVEDA or CVEDP is involved, the steps to be followed to validate a new official document are identical. The competent authority must open the official document with a 'New' status [53] (*Part I 'Consignment' completed*):

* Check the **'To process'** box in the official documents' search criteria, to find all official documents for which Part II still needs to be fulfilled, or
* Search for the specific official document by using its unique 'Certificate Reference' number



Part II 'Decision' of the official documents within TRACES, regroups all boxes according to Regulation (EC) 136/2004 'CVEDP', (EC) 282/2004 'CVEDA' and (EC) 669/2009 or (EC) 1152/2009 'CED', within the tabs as summarised below.
The official description of the boxes can be found in Annexes as described above.

50 Regulation (EC) 282/2004

51 Regulation (EC) 136/2004

52 Regulations (EC) 669/2009 1152/2009

53 See Annex B – Overview certification workflow

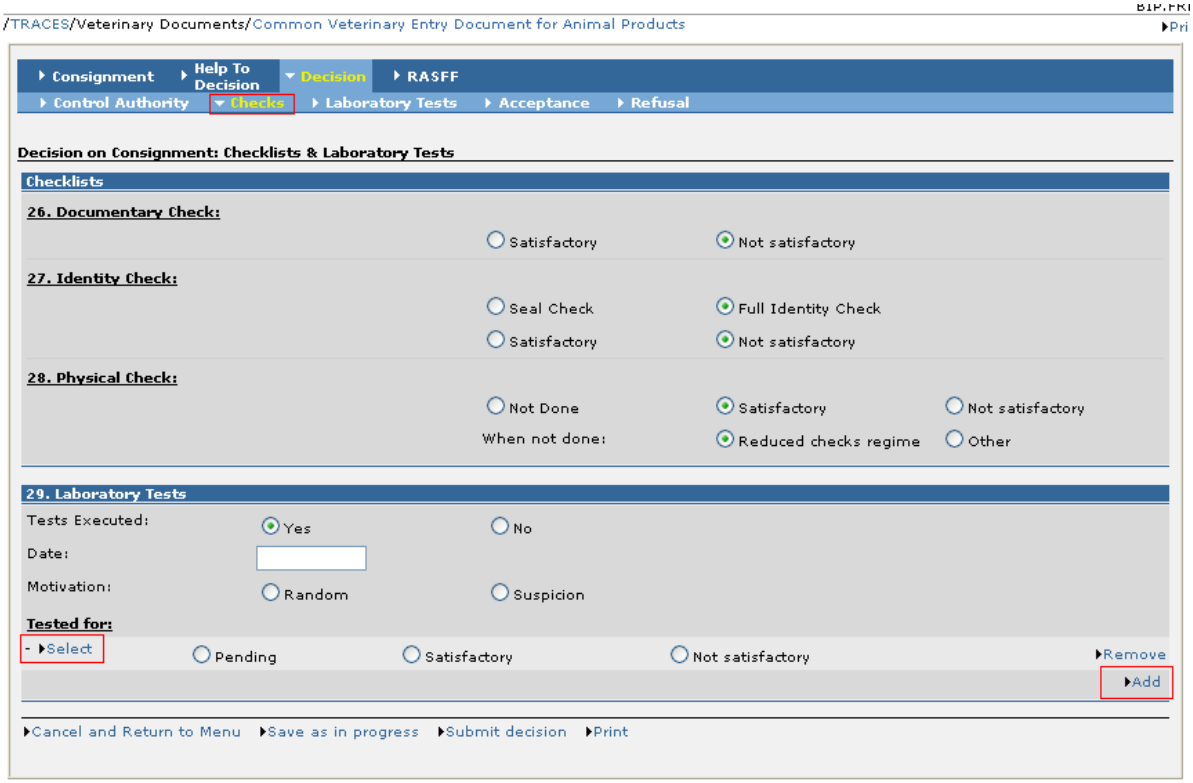
- Control authority
- Checks
- Laboratory tests
- Acceptance
- Refusal

4.3.1 'CONTROL AUTHORITY' TAB

Box	Title	Information
25 CVEDP 27 CVEDA II.1 CED	'CVED Reference Number' 'CVED Reference Number' 'CED Reference Number'	If the competent authority has created Part I of the official document and chosen the 'validate' option, the TRACES number does not appear. It will be entered during the final validation of the CVED.
42 CVEDP 43 CVEDA II.2 CED	'Customs Document Reference' 'Customs Document Reference' 'Customs Document Reference'	Optional
43 CVEDP and 24 CVEDP	'Subsequent CVED' and 'Previous CVED'	Concerns 'Animal Products'; 'Products of Animal Origin' in transit , which are stored and released gradually.[54], completed by default
39 CVEDP 41 CVEDA CED	'Full identification of BIP/ Competent Authority 'Full identification of BIP/ Competent Authority 'Full identification of DPE'	Completed by default, in read-only, with the information specified in Part I of the official document. For transhipment or transfer, it is the BIP/DPE/DPI/CP completing the required checks.
40 CVEDP 42 CVEDA CED	'Official Veterinarian' 'Official Veterinarian' 'Official Inspector'	Completed automatically with the user name validating the document and the decision date. The decision date is automatically entered on the basis of the Brussels time zone (GMT +1).

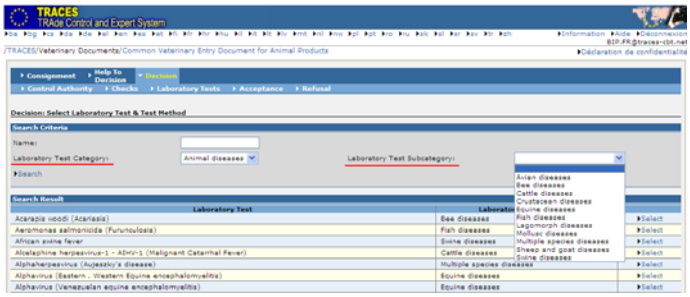
54 The 'Splitting' functionality within TRACES is set out in Heading 5 'Official document functionalities'.

4.3.2 'CHECKS' TAB



Box	Title	Information
26 CVEDP 26 CVEDA II.3 CED	Documentary Check Documentary Check Documentary Check	Mandatory verification of health certificates or documents accompanying the consignment. For animals for which no harmonised certificate is established, 'additional guarantees' and 'national requirement' are additional options. In the event of 'not satisfactory' Laboratory Test results, it is possible to immediately reject the CVED without filling in the other checks.
27 CVEDP 28 CVEDA II.11 CED	Identity Check Identity Check Identity Check	Verification of concordance between the accompanying documents and the consignment presented. The 'Derogation' option for animals makes reference to the transhipment procedure.
II.4 CED	Consignment selected for physical checks	If option 'Yes' is selected, you are obliged to fill the result in regards to the 'Physical Check' box.
28 CVEDP 29 CVEDA II.12 CED	Physical Check Physical Check Physical Check	The 'Physical check' must be executed in accordance with the legislation in force .
31 CVEDA	Welfare check	Describe the transport conditions and the welfare status of the animals on arrival.
29 CVEDP 30 CVEDA II.13 CED	Laboratory Tests Laboratory Tests Laboratory Tests	Specify: * Date * Motivation * Laboratory Test(s): Click the 'Add' button on the right and then the 'Select' button on the left, in order to specify the Laboratory Test(s) related to 'animal health', 'public health' or 'food hygiene', and possibly the laboratory

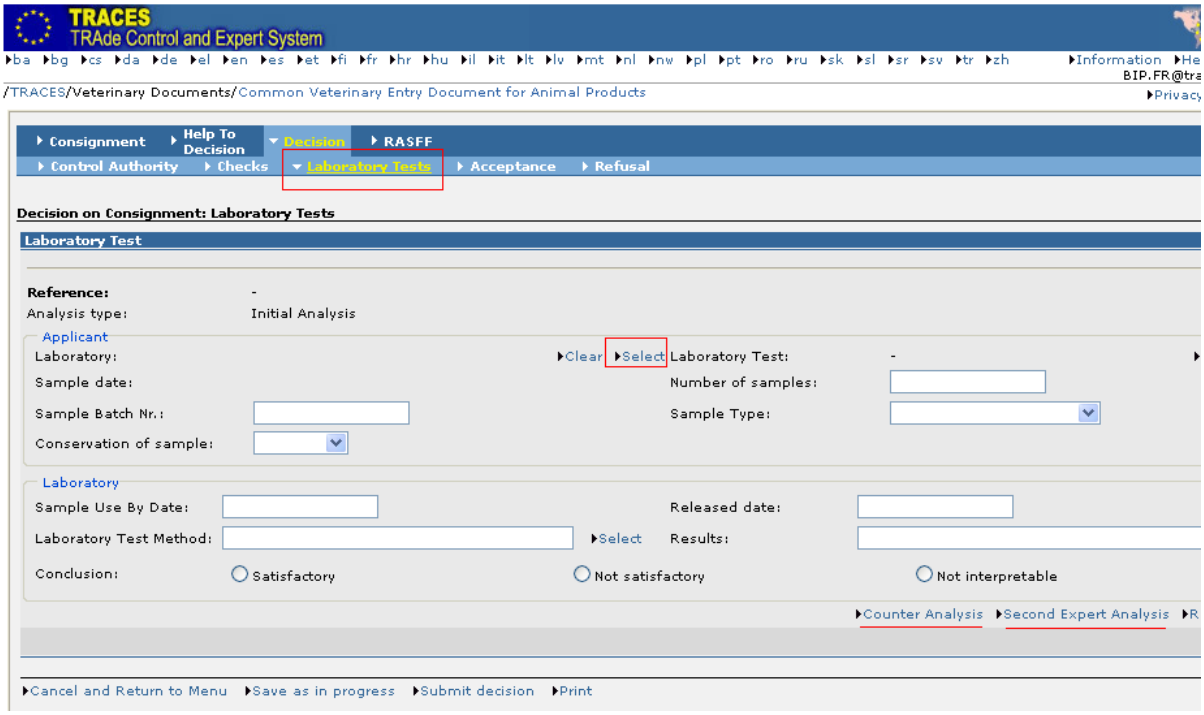
method used.
Check 'Pending' as a test result, when a sampling test is involved and the commodity has to be released immediately [55].



Note - Specification of a laboratory test is possible when:

- A physical check (satisfactory or not satisfactory) has been carried out. 'Derogation' from this physical check prevents the introduction of any details in the 'Laboratory Tests' heading of the 'Checks' tab.
- A 'Full identity check' has been carried out; a simple 'Seal check' prevents the introduction of any details in the 'Laboratory Tests' heading of the 'Checks' tab.

4.3.3 'LABORATORY TESTS' TAB



55 The releasing of a consignment while having 'Pending' laboratory results, is only available for CVEDP and CVEDA .The results of the 'Pending' laboratory tests, from 'Pending' to 'Satisfactory' or 'Not satisfactory', must be completed a posteriori to the validation of the official document. In the event of modification to 'Satisfactory', the status of the official document remains 'Valid'. In the event of modification to 'Not satisfactory', the status of the official document becomes 'Recalled'. See Annex B- Overview certification workflow for more information;

Laboratory Tests included within the 'Laboratory Tests' heading of the 'Checks' tab, will automatically generate the possibility to specify additional details on sampling for each reference Laboratory Test, in the 'Laboratory Tests' tab.

Completion of the reference Laboratory Test details within the 'Laboratory Tests' tab is only mandatory when there is a rejection triggering a RASFF notification.

Each Laboratory Test reference contains a field reserved for the applicant competent authority and a field reserved for the laboratory.

Use of the 'Laboratory Tests' tab makes it possible to:
* print out a 'Fiche for sampling', which can be sent to the laboratory
* notify electronically the laboratory, if linked to TRACES and specified within the 'Laboratory Tests' tab of the official document
* receive back electronically the laboratory test results from the laboratory.

Some highlights in regards to some 'Laboratory Tests' data fields can be made:

	Title	Information
Applicant		
	'Laboratory'	If a Laboratory is specified within the official document, the Laboratory authority will receive electronically the 'Fiche for sampling', so to include the laboratory test results automatically into the official document. Laboratories, like other competent authorities, can only be created by the Commission at the request of an EU competent authority.
	'Laboratory Test'	May already be filled with the 'Laboratory Test' selected within the 'Checks' tab. Introduction, modification or reselection is possible via the 'Select' button.
	'Sample Type'	Should be selected from a drop down list. If a 'Sample Type' is missing from the list, we would like to invite you to contact the TRACES Team[56].
Laboratory		
	'Laboratory Test Method'	'Laboratory Test Method' can either be selected from a menu or described in a free text field [57]. The results of a ‘Counter-Analysis’ and a ‘Second Expert Analysis’ can be included in TRACES by the competent authorities.
	'Conclusion'	The conclusion specified within the 'Laboratory Tests' tab is reserved for the Laboratory carrying out the tests; while the conclusion specified within the 'Laboratory Tests' box of the 'Checks' tab is reserved for the competent authority validating the official document'

56 See Heading 7 'Further information and contact'

57 If possible, we recommend using the selection menu in order to facilitate reports and translation of TRACES data.

Fiche for sampling

LAP-000092115-CVEDP.FR.2010.0000003

References

Applicant	
Name	FRBES1 | Brest, P
Address	. 29283 Brest Cedex, France
Name of the veterinarian	FR BIP
Phone	
Laboratory	
Name	-
Address	- -
Identification	-
Phone	-
Certificate reference number	CVEDP.FR.2010.0000003
Sample date	10/02/2010

Identification of the sample

Establishment number of origin	-
Country of Origin	Senegal
Country from where consigned	Senegal
Country of Destination	Finland
Commodity Code (CN Code)	0306 - Penaeus duorarum
Commodity	Crustaceans, whether in shell or not, live, fresh, chilled, frozen, dried, salted or in brine; crustaceans, in shell, cooked by steaming or by
Sample Batch Nr.	5453
Sample Use By Date	10/02/2010

TEST

Nature of the sample

Sample Type	Aborted matter
Number of samples	2
Conservation of sample	Ambient

Requested Analysis

Motivation	Random

Results

Initial Analysis

Laboratory Test	Taura syndrome
Laboratory Test Method	traces
Released date	12/02/2010
Results	200mg/kg
Conclusion	Not satisfactory

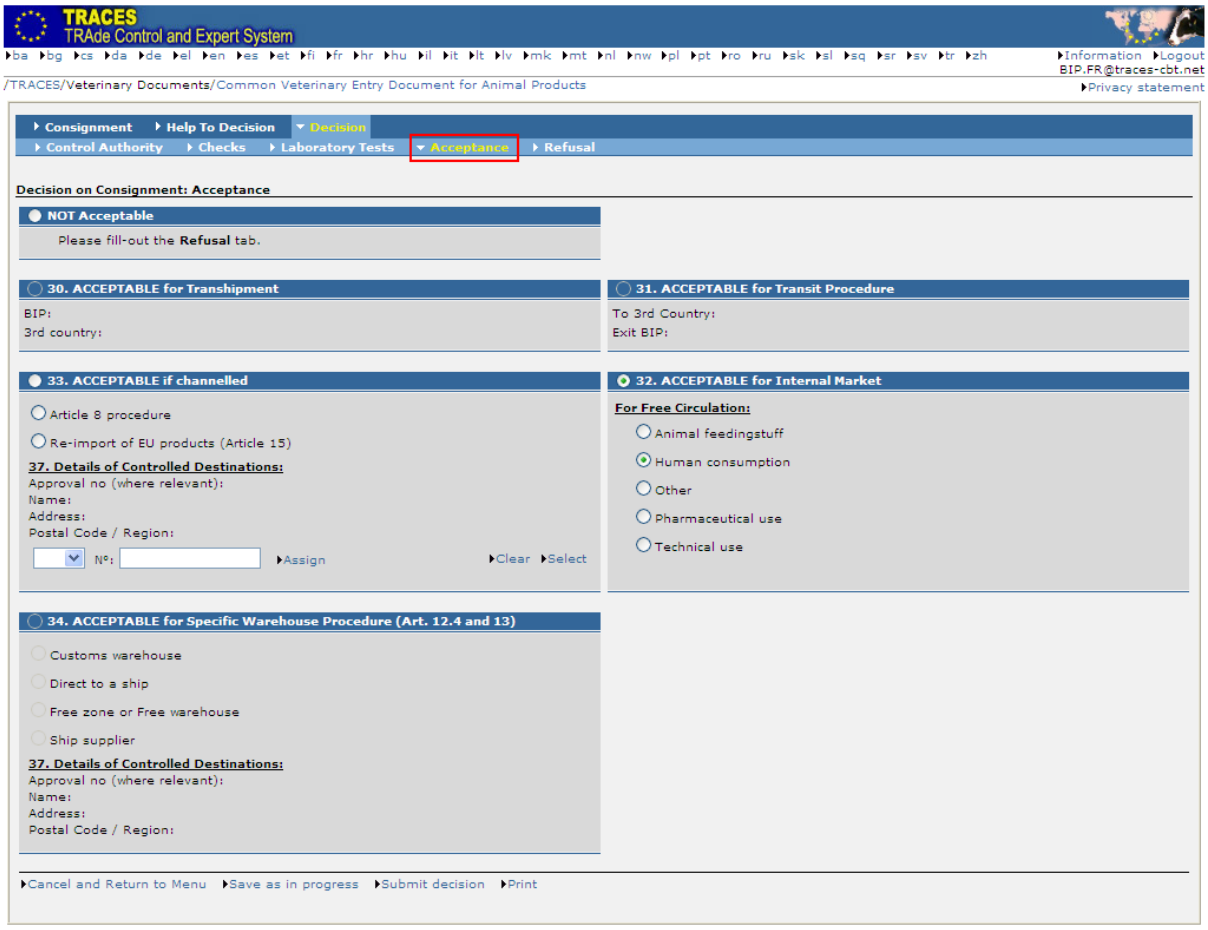
Counter Analysis

Laboratory Test	
Laboratory Test Method	
Released date	
Results	
Conclusion	

Second Expert Analysis

Laboratory Test	
Laboratory Test Method	
Released date	
Results	
Conclusion	

4.3.4 'ACCEPTANCE' TAB



The 'Acceptance' tab is filled in automatically using the information provided in Part I of the official document, 'Purpose' tab.

Box	Title	Information
	NOT Acceptable	Please fill-out the Refusal tab.
30 CVEDP 33 CVEDA II.5 CED	'Acceptable for Transhipment' 'Acceptable for Transhipment' 'Acceptable for transfer'	See Heading 4.3.4.1 'Transhipment/transfer' for more information.
31. CVEDP 34. CVEDA	'Acceptable for Transit Procedure' 'Acceptable for Transit Procedure'	
32. CVEDP 35. CVEDA II.14 CED	'Acceptable for Internal Market' 'Acceptable for definitive Import' 'For Release for Free Circulation'	
33. CVEDP	'Acceptable if channelled [58]'	The option 'Acceptable if channelled' is only open if the products have been declared 'For Internal Market' within the 'Purpose' tab of; Part I of the official document. The box 'Details of Controlled Destinations' is mandatory.
34 CVEDP	'Acceptable for Specific Warehouse Procedure (Art.12.4	The option 'Acceptable for Specific Warehouse Procedure (Art.12.4 and 13)' is only open if the products have been

58 Articles 8 and 15 of Council Directive 97/78/EC

	and 13) [59],	declared 'For NON-Conforming Consignments' within the box 21 of Part I of the official document. The box 'Details of Controlled Destinations' is mandatory.
36. CVEDA	'Acceptable for temporary admission'	The option 'Acceptable for temporary admission' is only open if the registered horses have been declared as 'Temporary admission horses' within the box 20 of Part I of the official document.

4.3.4.1 Transhipment/Transfer

1/ TRANSHIPMENT/TRANSFER FROM BIP/DPE/DPI TO BIP/CP

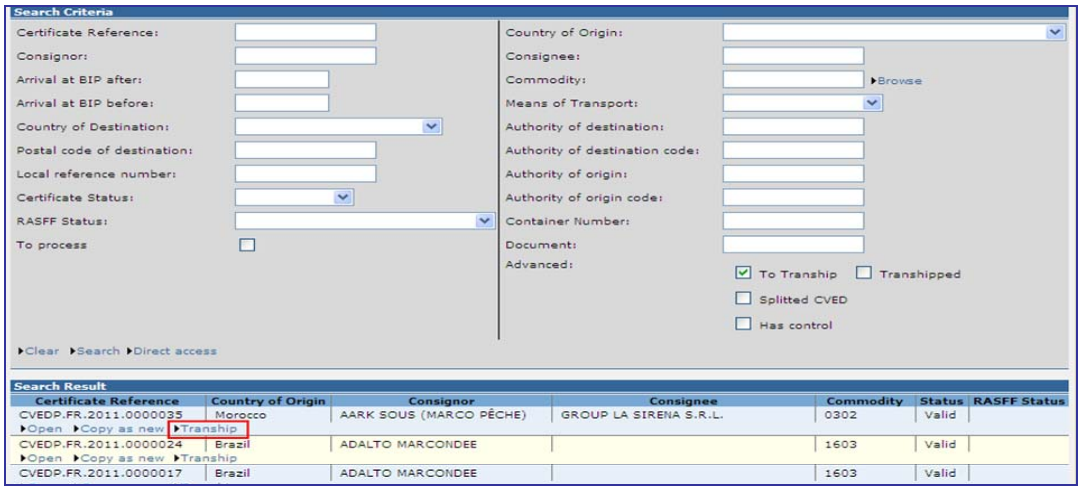
In case of transhipment/transfer from a **BIP/DPE/DPI** to **BIP/CP**, two official documents are generated within TRACES.

The entry BIP/DPE/DPI, after having completed a satisfying documentary check, can validate the official document, taking into account that the purpose specified (Part I) is 'Transhipment'. The TRACES reference number of this official document is specific to the country of this Competent Authority.

The subsequent BIP/CP is immediately notified and has access to the official document created by the entry BIP/DPE/DPI and, using the new feature Transhipment, can create a subsequent official document which has a TRACES reference number specific to the country of the subsequent BIP/CP and which contains all the details of the commodity from the official document validated by entry BIP/DPE/DPI.

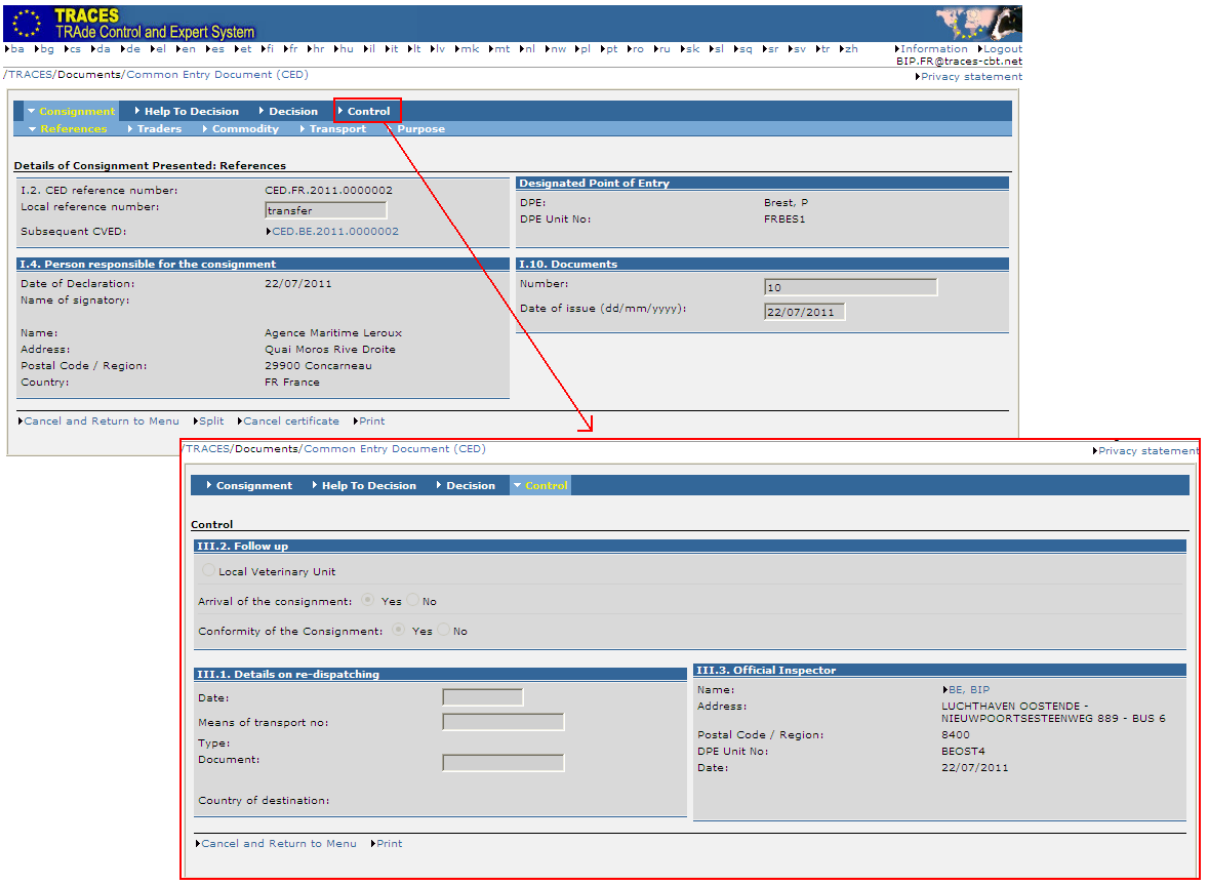
However, in case of CVEDP and CVEDA, subsequent BIP has the possibility to modify or add the information of the boxes 'Person responsible for the load', 'Delivery address'/'Place of destination', 'Estimated arrival at BIP, 'Means of transport', 'Seal number and Container number' and all the boxes linked to the 'Purpose' tab (CVEDP: 17, 18, 19, 21 and 22; CVEDA: 18, 19, and 21).
In case of CED, CP must indicate 'Person responsible for the load' in box I.4 and fulfil the information about the means of transport in box I.11. CP has also the possibility to modify the information of the box I.8 'Place of Destination' and 'Commodity intended for' in box I.18.

The button 'Transhipment' appears in the search screen next to the 'Open' and 'Copy as new' options or in the official document itself.
The customs agent linked to the subsequent BIP/CP also has access to the button 'Transhipment'. However, the customs agent should use the 'Direct access' button in order to retrieve the relevant official document.



59 Articles 12 (4) and 13 of Council Directive 97/78/EC

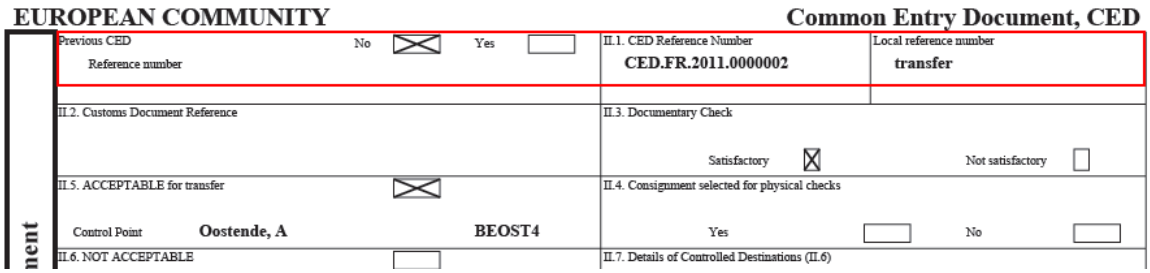
As soon as the subsequent official document is validated or rejected, the entry competent authority is notified. The 'Control' tab is automatically generated and accessible showing the details of the subsequent competent authority in order to ensure the follow-up.



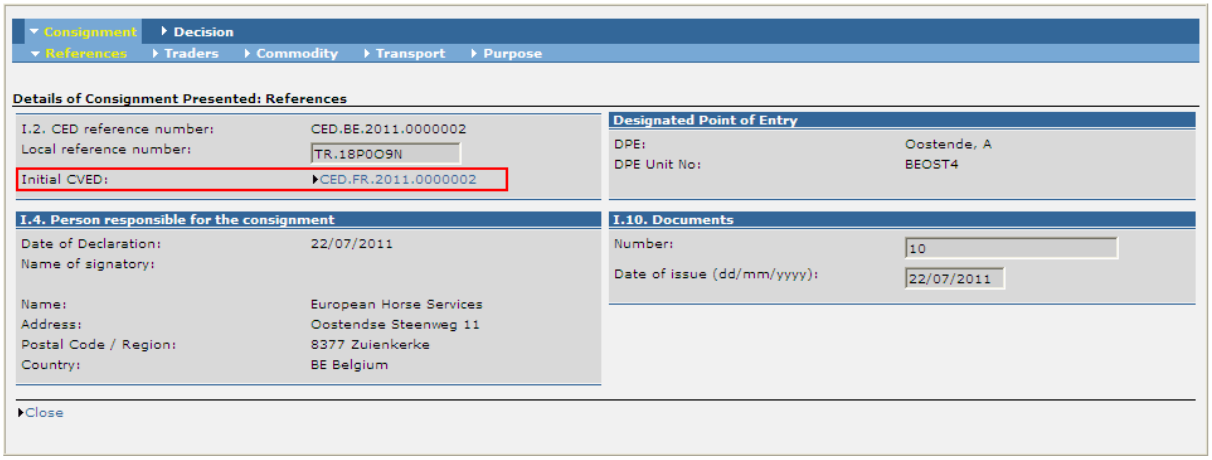
A link between the first and subsequent official documents is established. On the interface, hypertext links in the references box, show the TRACES reference number of the subsequent official document or the first official document.

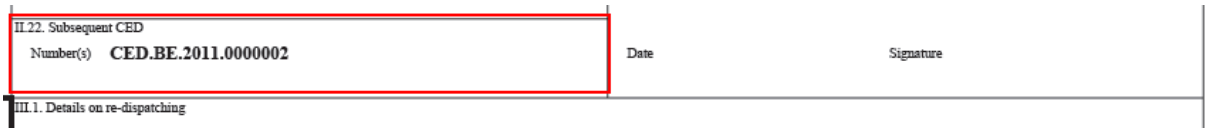
On the official document hard copy, the number of the first official document and the number of the subsequent official document are indicated in relevant boxes.

First official document:



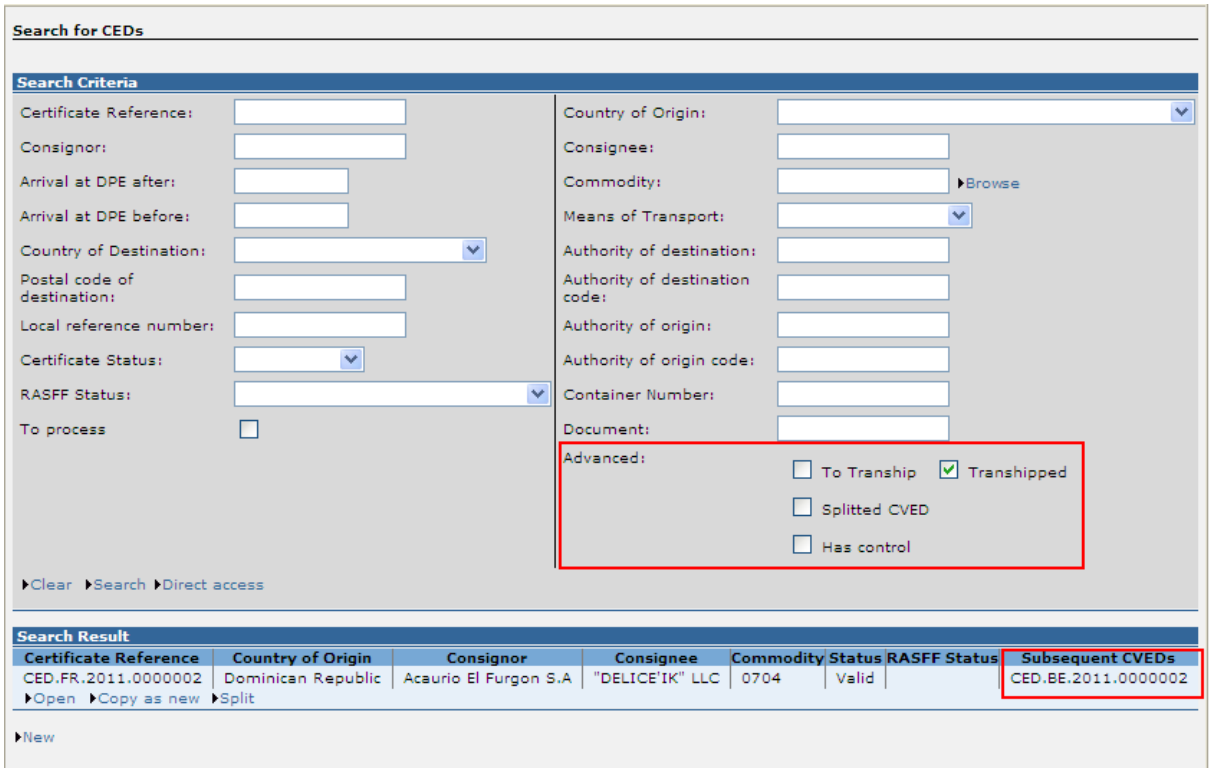
Subsequent official document:





The search for official documents which are subject to a transhipment procedure is available in the search screen:
'Advanced' and 'To tranship' for official documents to be processed by the subsequent BIP/CP, or 'Transhipped' for official documents which have been processed by BIP/CP.

When the subsequent official document is initiated by the customs agent, the BIP/DPE/CP can retrieve the official document either by activating the search criteria 'Transhipped' or 'To process'.



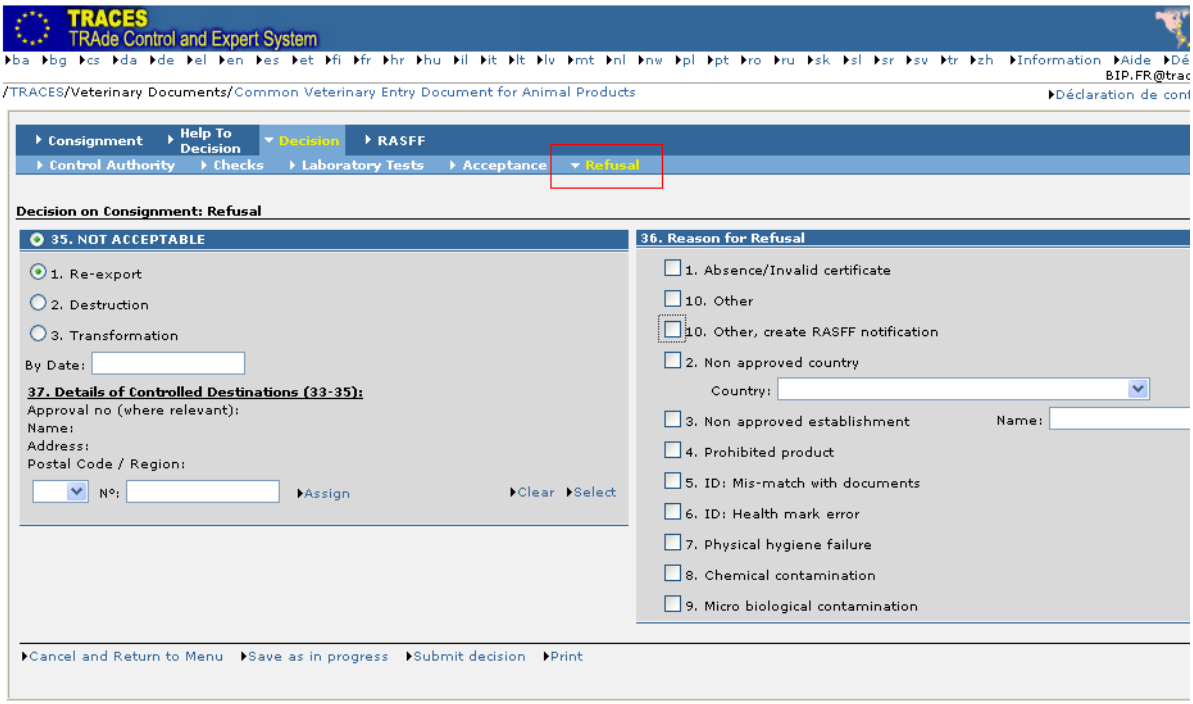
2/ TRANSHIPMENT TO A THIRD COUNTRY [60]

In case of transhipment to a third country, it is no longer necessary to introduce the name of the BIP creating the official document in the box 'For Transhipment to'.

The control of coherence on the activity types of the establishments of the box 'Veterinary documents' has been suppressed to allow the selection of establishments which are not part of the lists of establishments authorised to export to the EU.

4.3.5 'REFUSAL' TAB

60 This function is not applicable for the CED.



If the consignment is rejected at the border, the competent authority must complete the 'Refusal' tab, specifying whether the consignment is meant for:
* re-export/re-dispatching
* destruction
*transformation (for products)
*euthanasia (for animals)
* use for other purpose (for food and feed of non-animal origin)

The box 'Details of Controlled Destinations' is mandatory, except the re-export/re-dispatching.
At least one reason for refusal must be indicated in case of rejection.

4.3.6 SUBMITTING PART II (DECISION ON CONSIGNMENT)

Following options for submitting Part II of the official document in TRACES, are possible [61]:

Saving options

'Cancel and Return to Menu'	To cancel any modifications done within the official document, and return to the welcome page.
'Save in progress'	The competent authority can save Part II of an official document even if some information is missing, to be entered later (e.g.: checks). Comprises an intermediate and optional stage which precedes the validation of Part II of the official document (acceptance or refusal of the consignment by the BIP/DPE/DPI/CP). This option can also be used to fill in an official document in different stages and in different places. Entering and saving results of checks must observe the logical order. The status of the official document becomes '**In progress'**.
'Submit decision'	All information concerning the consignment presented (Parts I and II) must have been entered for the competent authority to be able to draw a conclusion on the consignment presented. Comprises the last stage relating to Part II of the official document. The status of the official document becomes '**Valid'** or '**Rejected'**

61 See Annex B 'Overview certification workflow'

'Print' [62]

4.4 Rapid Alert System for Food and Feed (RASFF)

4.4.1 COMPLETING RASFF NOTIFICATIONS

In order to avoid re-inputting data into the RASFF Portal, already inserted into the official document of TRACES, a link between the two systems has been created. This link makes it possible, when necessary, to complete the pre-filled RASFF notification, notify the national RASFF contact point and inform the Commission [63].
This RASFF notification is presented in the TRACES BIP/DPE/DPI/CP user interface through 5 tabs;

* General/Product
* Investigation/Lot
* Origin/Distribution
* Rejection/Other
* Hazard

With respect to import of 'Animal Products', 'Products of Animal Origin' and 'Feed and Food of non-Animal origin' (CVEDP/CED), the new 'RASFF' tab appears, as soon as a decision is taken to reject a consignment for public health reasons, i.e. one of the following reasons for refusal of a consignment [64]:

Official document	**Reasons for Refusal - RASFF**
CVEDP CED	'Physical hygiene failure'
CVEDP CED	'Chemical contamination'
CVEDP CED	'Microbiological contamination'
CVEDP CED	'Other, create RASFF notification'

The RASFF notification must, in its different elements, mandatorily be completed in order to validate the official document. 2/3 of the RASFF notification fields are already pre-completed using the data inserted in the official document automatically.

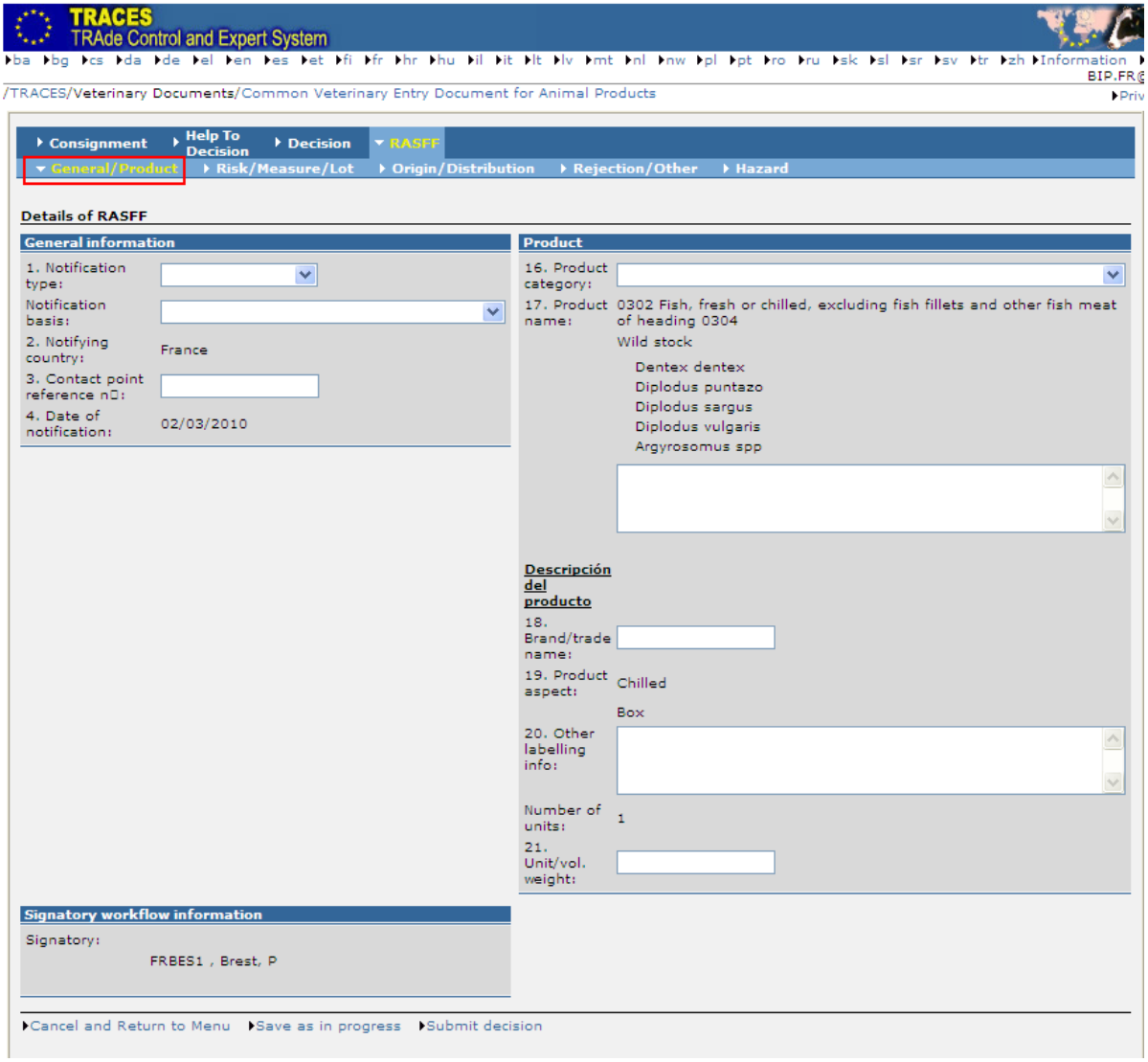
RASFF module is not activated for Non-EU countries.
The RASFF notification can be printed after submission within TRACES [65]. 'General/Product' tab:

62 See Heading 5.6 'Print official documents'

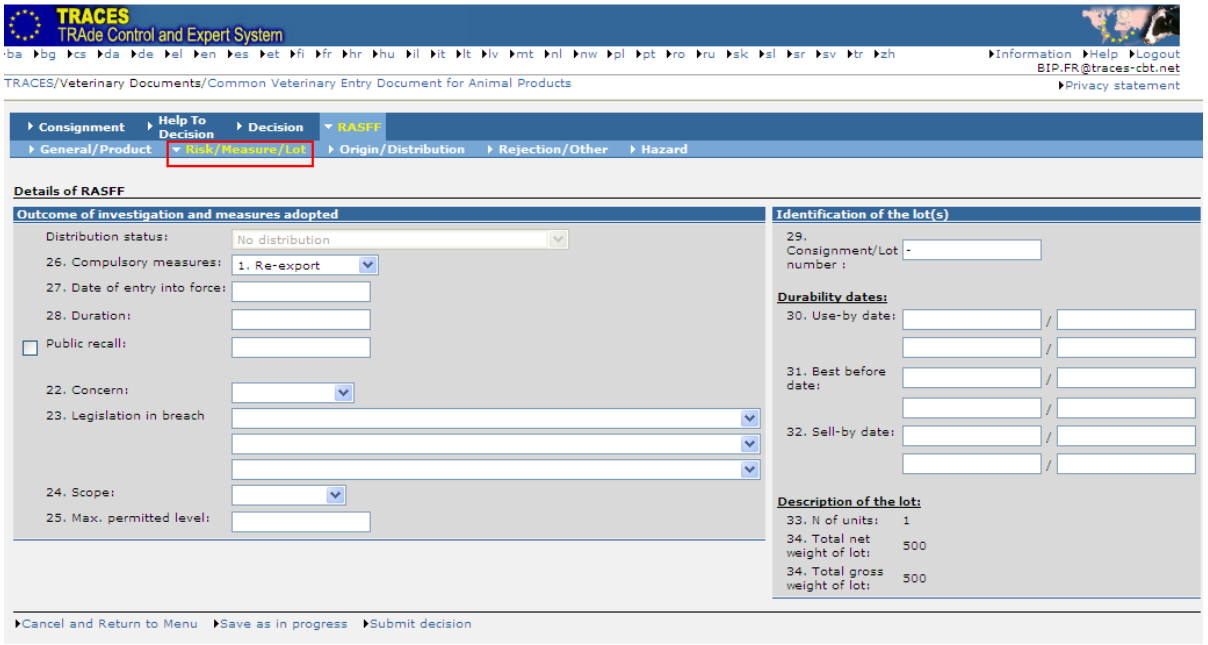
63 See Heading 4.4.2 'Outline of notification process'

64 In relation to CVEDP: box 36 and non satisfactory laboratory test results in box III.6.

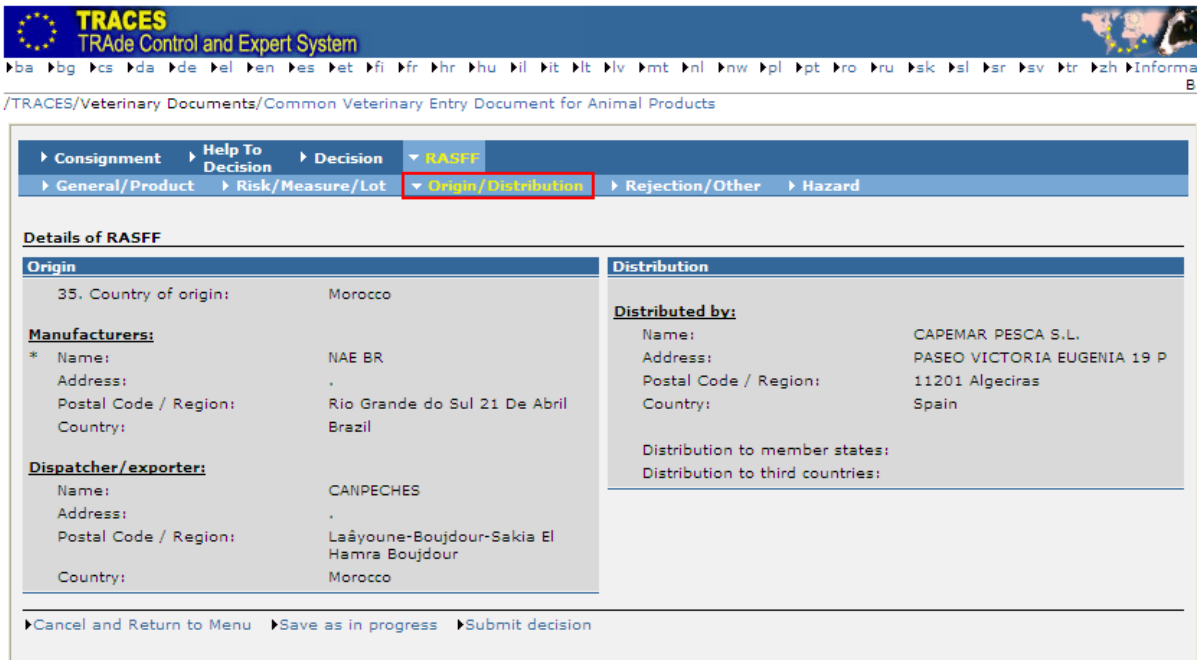
65 See Heading 5.7 'Print official documents'



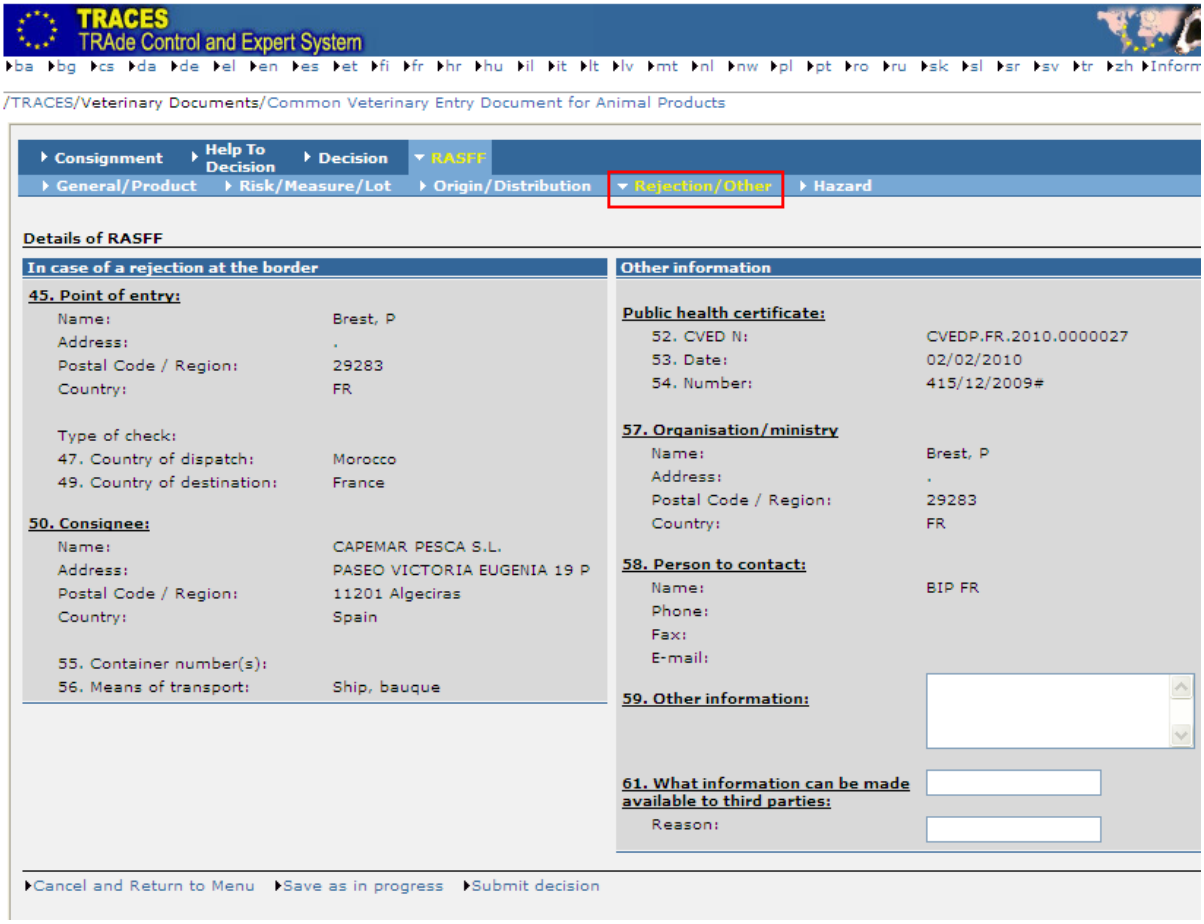
'Risk/Measure/lot' tab:



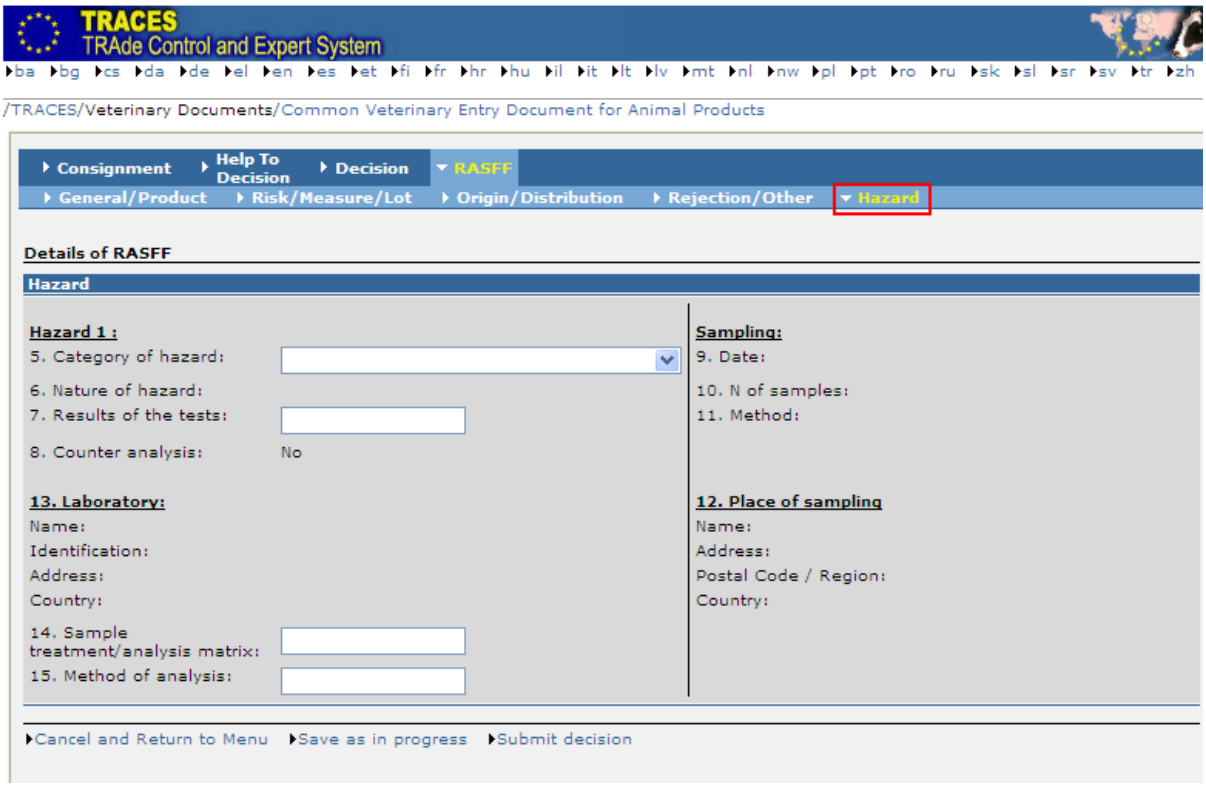
'Origin/Distribution' tab:



'Rejection/Other' tab:



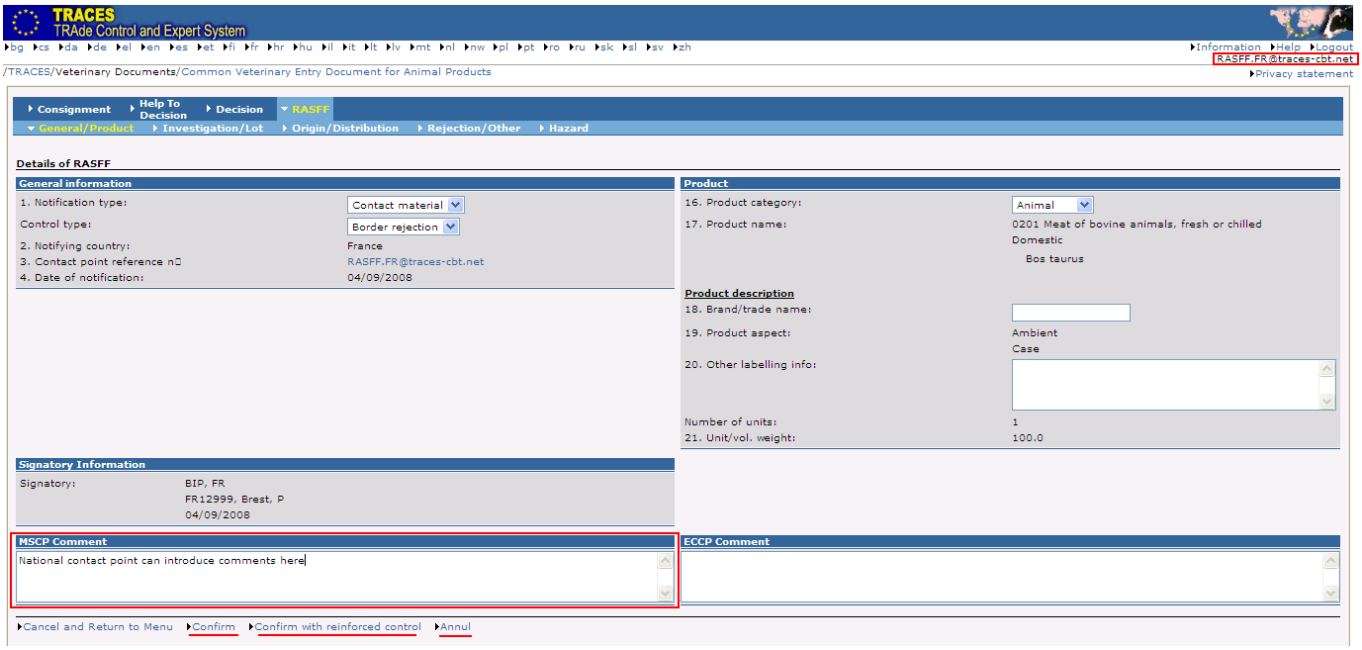
'Hazard' tab:



4.4.2 OUTLINE OF NOTIFICATION PROCESS

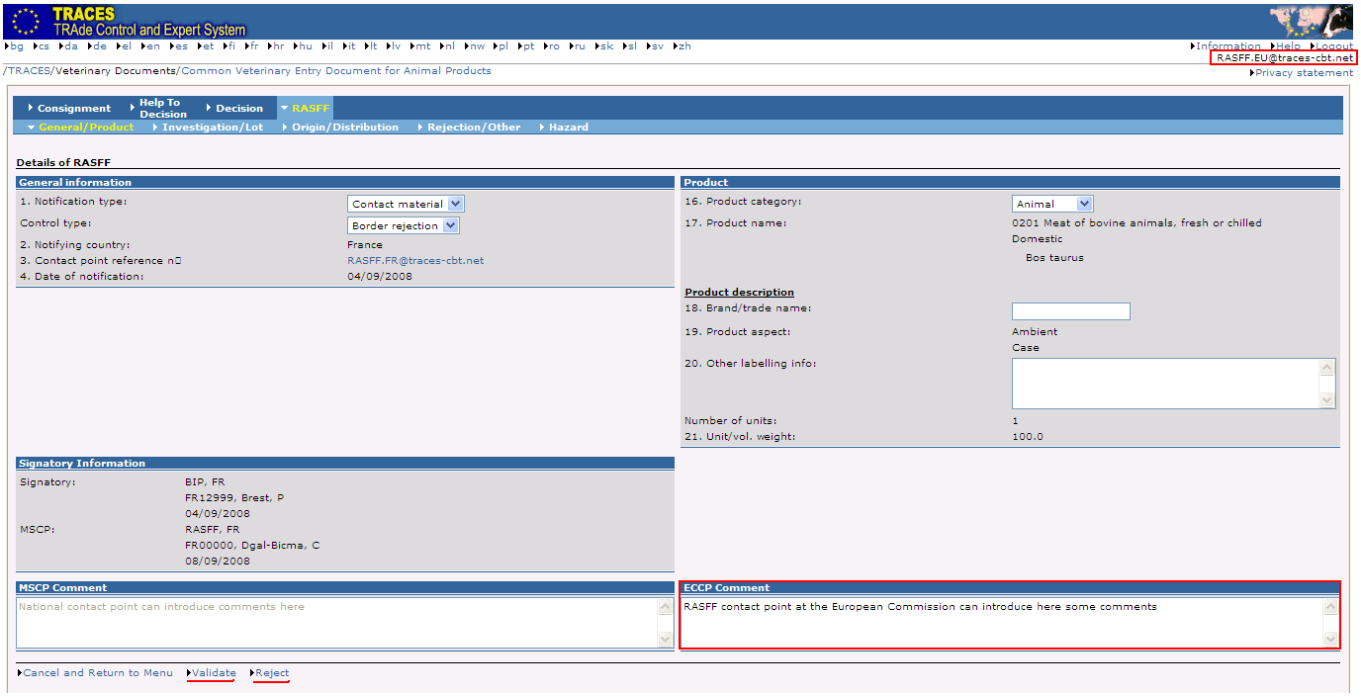
4.4.2.1 National RASFF contact point

The RASFF notification in an official document triggers notification to the relevant national RASFF contact point. The latter can confirm or reject the notification and add comments if necessary.



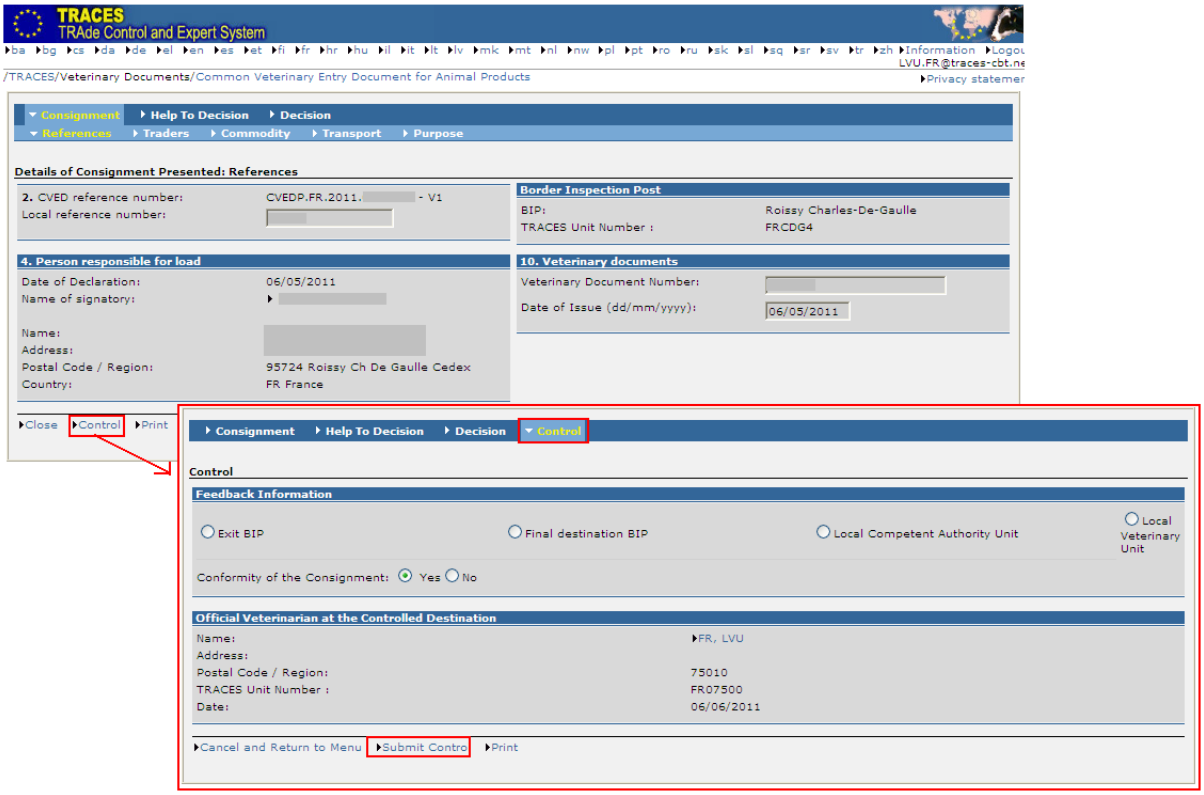
4.4.2.2 *European Commission*

The validated RASFF notification by national RASFF contact point triggers a notification to the European Commission. The latter can confirm or not the notification and add comments if necessary.



4.5 Part III *(Control)*

As part of particular procedures such as third country-third country transit, transhipment to another BIP, channelling of particular or non-conforming products etc, control must be implemented by the exit BIP or the BIP of final destination or the Competent Authority responsible for establishments at the destination.
For this purpose, the competent authority concerned must open the official document and complete any details within the 'Control' tab after clicked the 'Control' button.



The Competent Authority generating the official document receives a notification of the controls implemented and has access to the results of the controls.

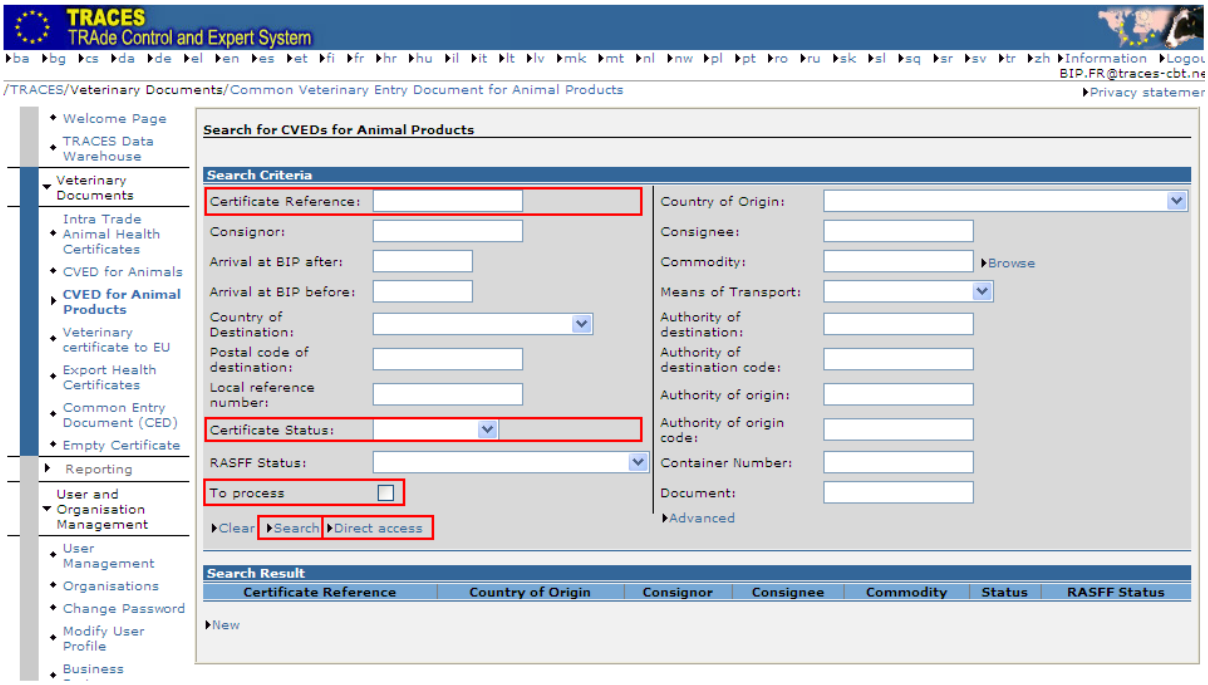
5 OFFICIAL DOCUMENT FUNCTIONALITIES

5.1 Search an official document

To find an official document in TRACES, click in the 'CVED for animals', 'CVED for animal products' or 'Common Entry Documents (CED)' submenu, within the 'Veterinary Documents menu, and specify in one or more search criteria [66].
You must search for an official document by filling in at least one search criterion. This can be used alone [67] or cross-matched with others, such as for example one of the statuses of an official document (New, Valid, etc.) [68].

Non-EU countries which use TRACES have access to their official documents but also to official documents based on the cloning of IMPORT certificates they have validated within TRACES.

The competent authority can automatically access all official documents submitted to it by business (private) users which are still to be completed, by checking the '**To process'** box.



5.2 Delete / Cancel an official document

The **'Delete'** option appears only when Part I of an official document has been generated, so that the official document status is 'Draft' or 'New' in TRACES [69].
Both concerned business (private) user and competent authority have access to the official document and to the '**Delete'** option.
The official document will be no more visible after the deletion.

66 You can use the wildcard % in most of the TRACES search criteria in order to search for a wider range of data. In addition to this, TRACES makes no distinction between the use of the upper case and lower case letter, in order to find data. E.g.: Certificate Reference field: 'CVEDP.EN%' (minimum of 8 characters) makes it possible to find all the CVEDPs available for a given user.

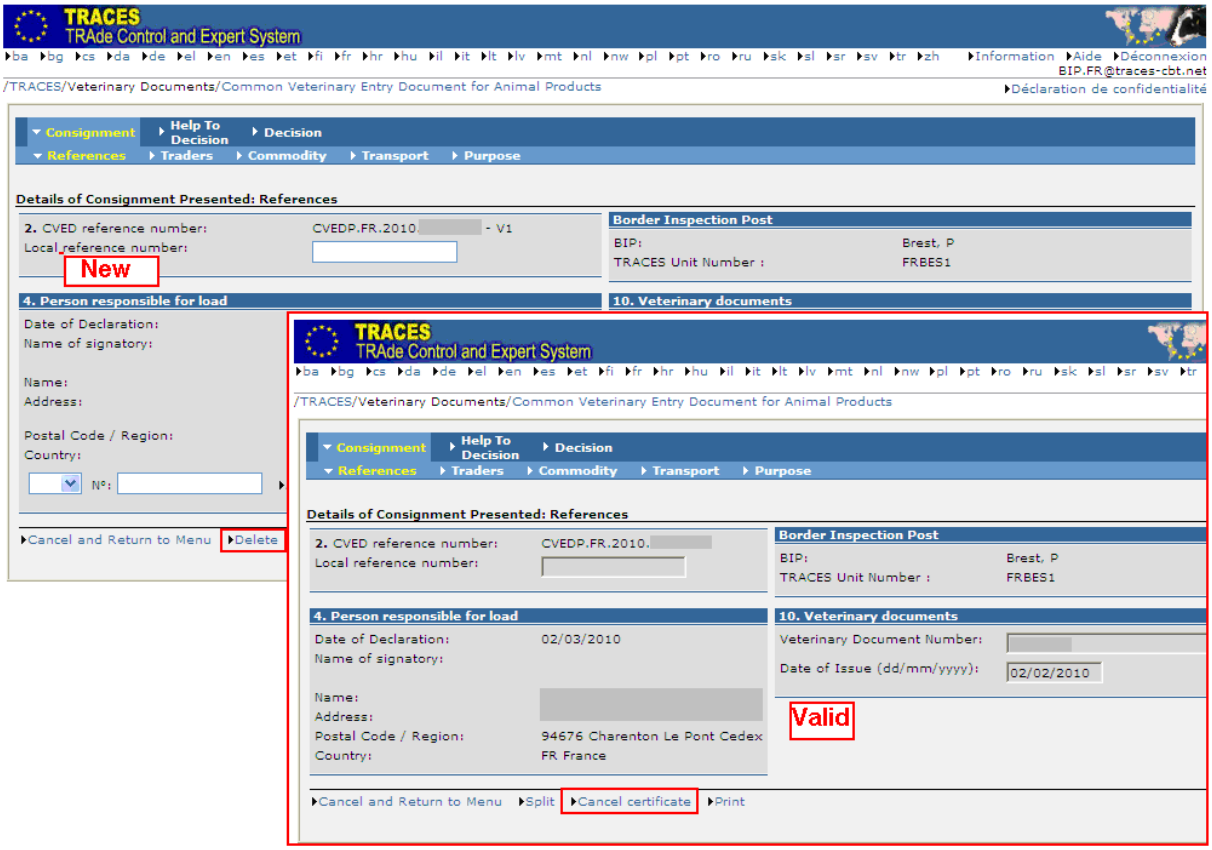
67 The 'Certificate Status' criterion cannot be used alone.

68 See Annex B – Overview certification workflow.

69 See Annex B – Overview certification workflow.

The **'Cancel'** option appears only when Part II is generated so that the official document' status is 'In progress [70]', 'Valid' or 'Rejected'[71].
As only the Competent Authority can fulfil Part II of an official document, only the Competent Authority can 'Cancel' an official document which has already been initiated within TRACES.
The official document will nevertheless remain visible with a 'Cancelled' status, for traceability reasons, after cancellation.

In order to 'Delete' or 'Cancel' an official document:
* Search the specific official document in one of the 'Veterinary Documents' submenus: 'CVED for Animals', 'CVED for Animals Products' or 'Common Entry Document (CED)'.
* Click the 'Open' button underneath the specific official document
* Click the 'Delete' or 'Cancel' button, according to the current official document' status.



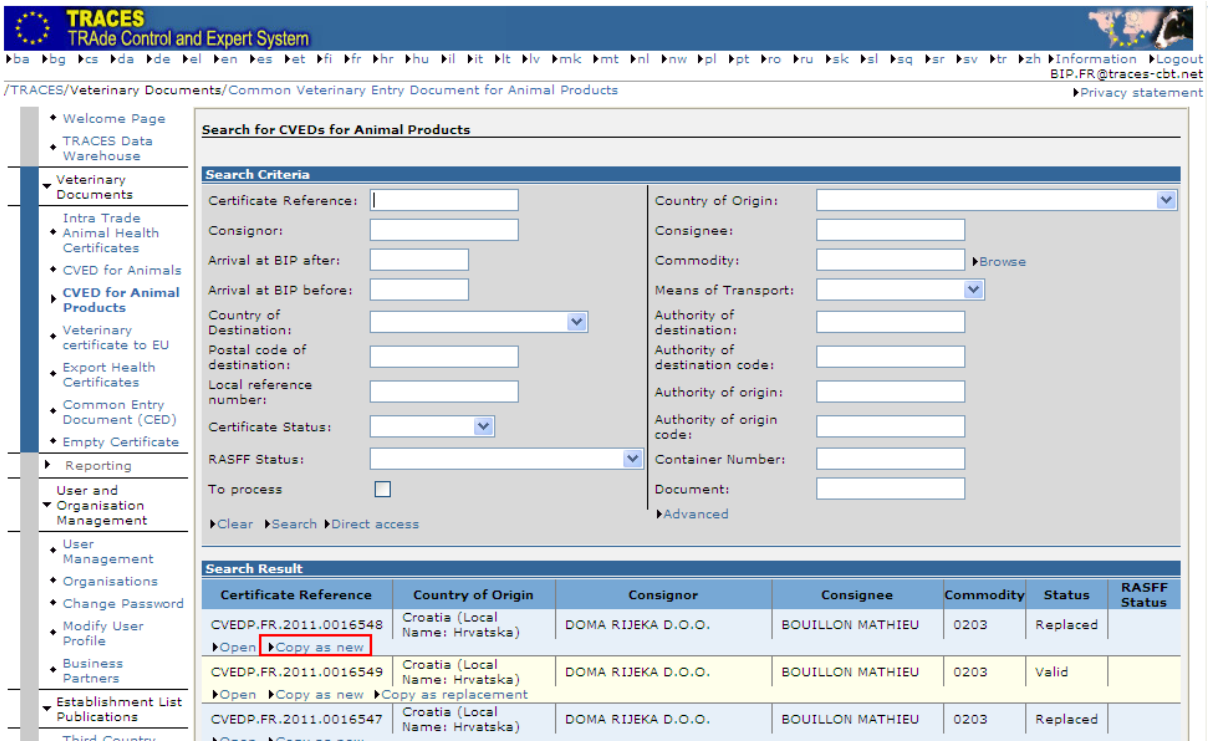
5.3 Copy as new

There are two options for the creation of a new official document:
1) Use the '**New'** button to create a blank official document or,
2) Use the '**Copy as new'** button beneath an already existing official document.

Both business (private) users and competent authority can generate a new official document within TRACES. The 'Copy as new' functionality is thus available to both user types.

70 Business (private) user can delete the official document with the status "In progress"

71 See Annex B – Overview certification workflow.



The 'Copy as new' functionality can be used to generate a new official document by copying certain data from Part I of an existing official document into the new official document.

The nature of the information copied depends on the Custom Nomenclature code selected. With an identical code, all the information from the 'Traders' tab is copied. This information can of course be modified.
The (*original*) official document copied is not affected.
This functionality can be applied to any official document, whatever its status (valid, rejected, cancelled, new, etc) [72].

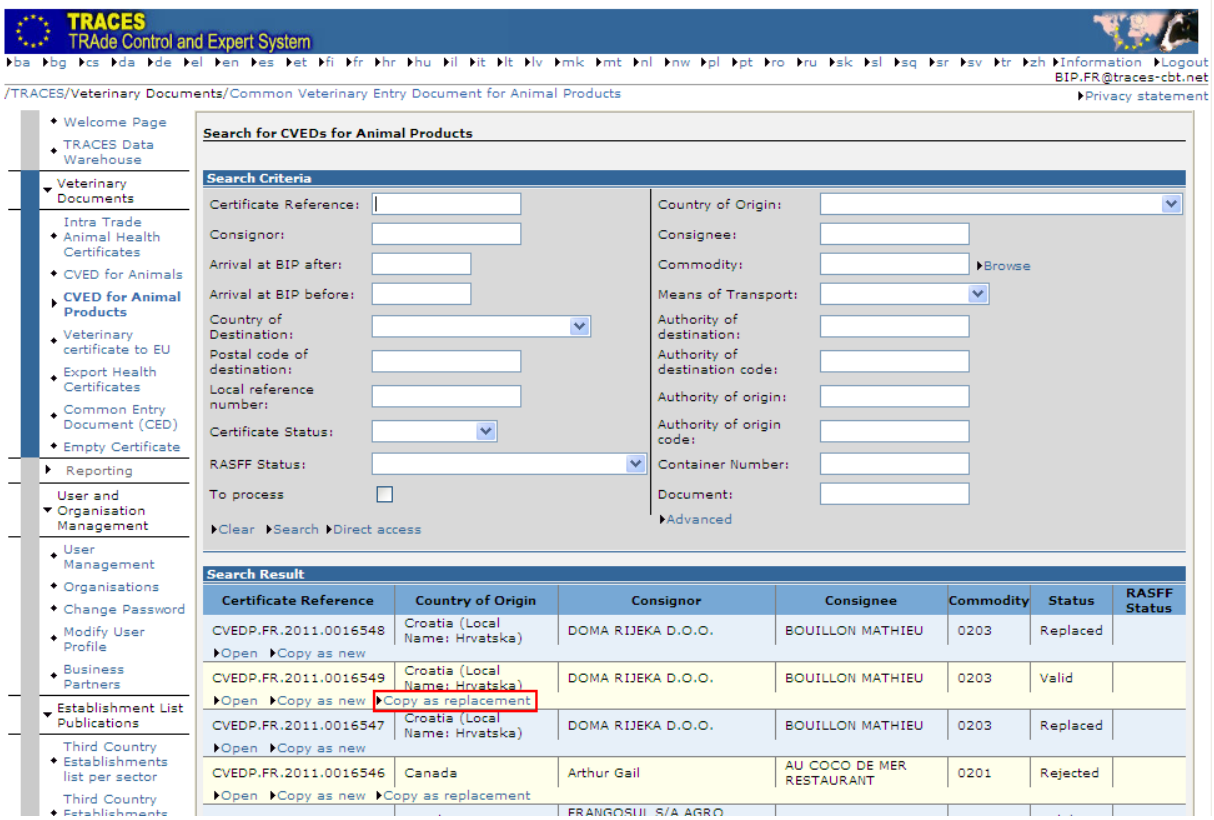
72 See Annex B- Overview certification workflow

5.4 Copy as replacement

The modifications of a 'Draft', 'New' (*by a business user and competent authority*) and 'In progress' (*only by competent authority*) official document, can be done by simply accessing the official document and carrying out the desired modifications within; and submitting the official document after correction.

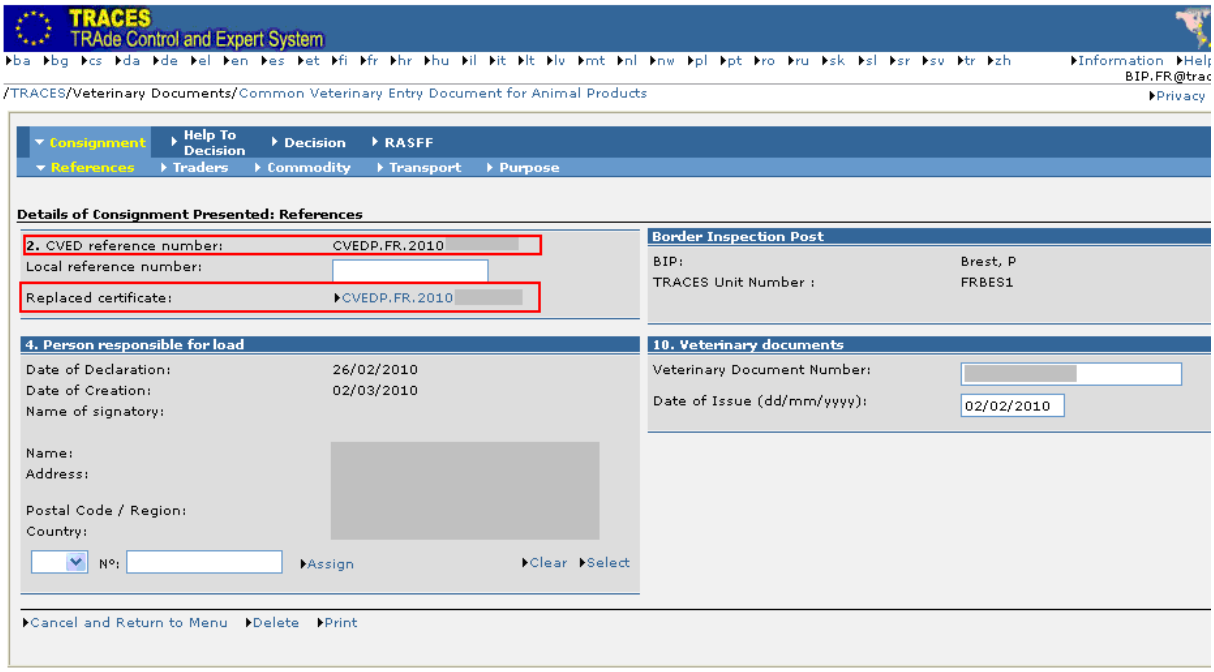
The modification of already 'Valid' or 'Rejected' official document however, can only be done by the competent authority by use of the 'Copy as replacement' button. Instead of cancelling and re-creating the modification of the official document from scratch, the competent authority can use the 'Copy as replacement' button underneath the official document to cancel the original and re-create a new; correct official document, quickly by use of the information as inserted in the original official document. Hence, the 'Copy as replacement' functionality enables the quick modification of an already 'validated' or 'rejected' official document.

'Copy as replacement' button:

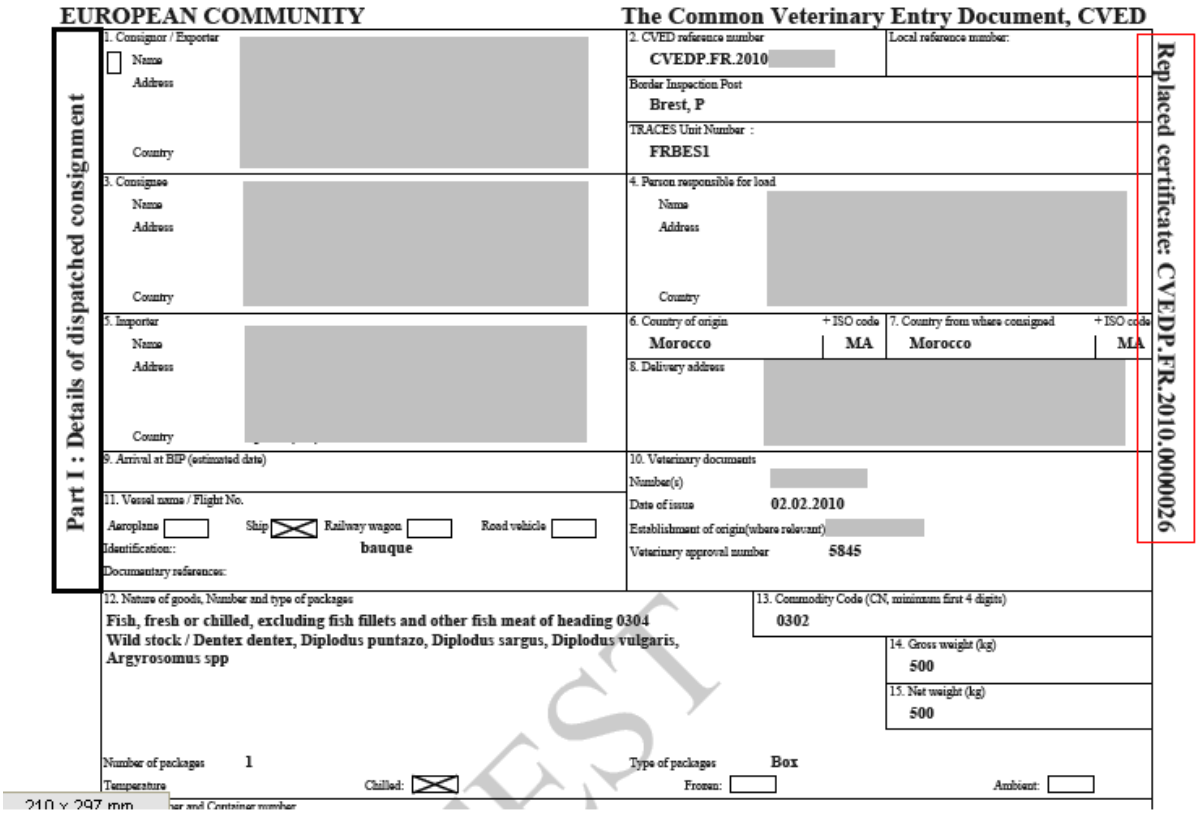


In order to follow up and identify any modifications made to an official document, and in order to speed up the process of issuing the document, we recommend using this 'Copy as replacement' functionality. A hyperlink with the number of the replaced official document will appear in the 'Reference Number' box of the new; replacing official document, while a hyperlink with the number of the new, replacing official document will appear in the 'Reference Number' box of the replaced official document. This makes it possible to easily identify the replacing and replaced official documents.
The date of replacement and the identification of the replacing competent authority appear in the relevant boxes both on the interface and on printouts of the official document.

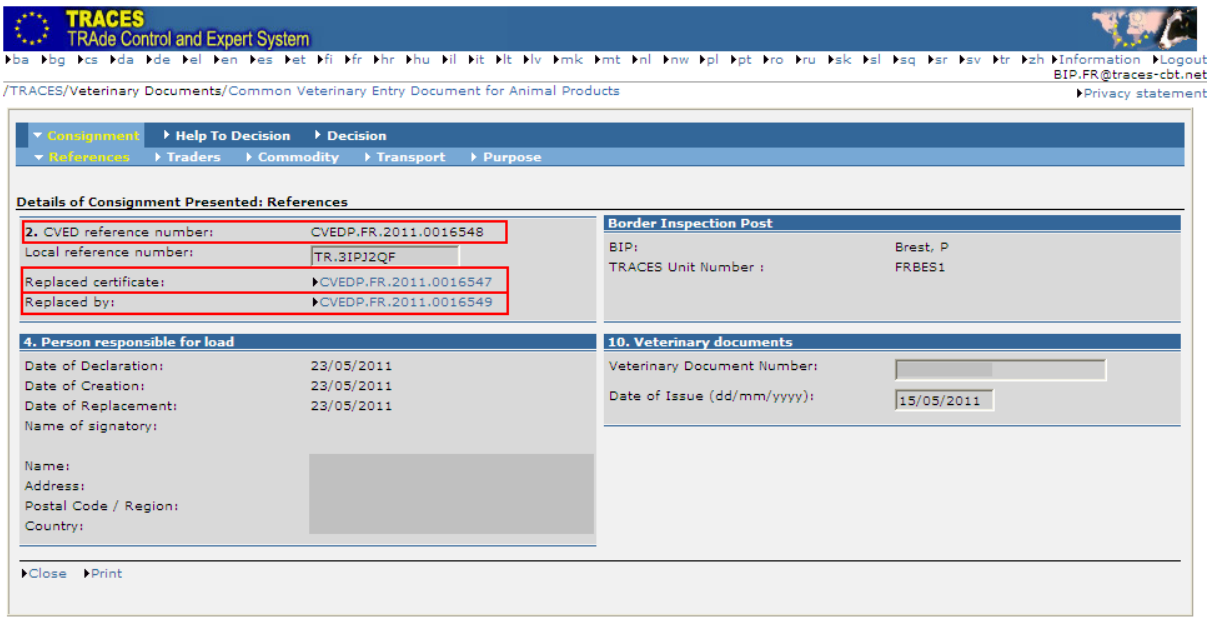
Hyperlink within a new; replacing certificate (interface):



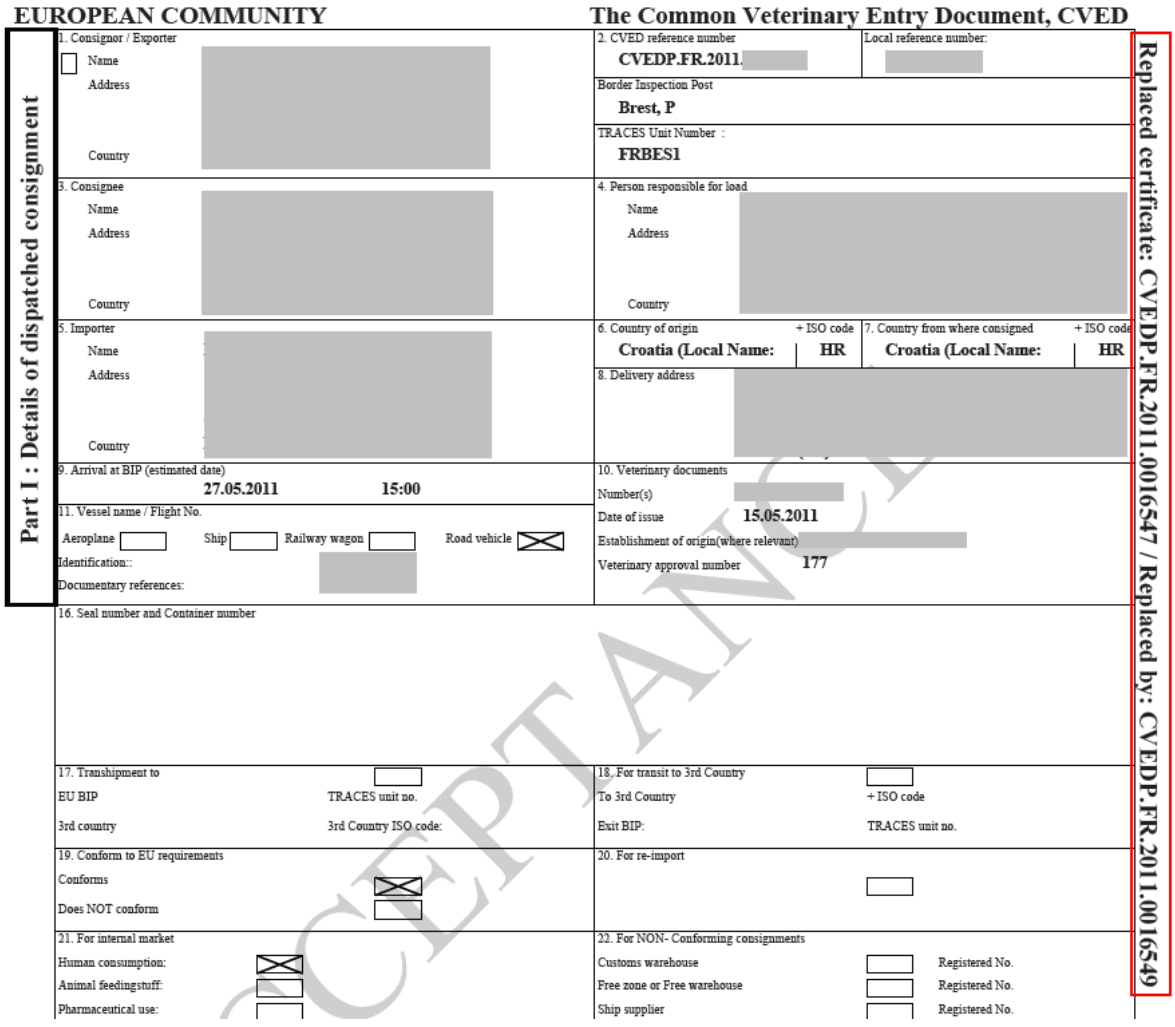
Hyperlink within a new; replacing certificate (printout):



Hyperlinks within a new; replacing certificate which has been replaced on its' turn by another; replacing certificate (interface):



Hyperlinks within a new replacing certificate which has been replaced on its' turn by another replacing certificate (printout):



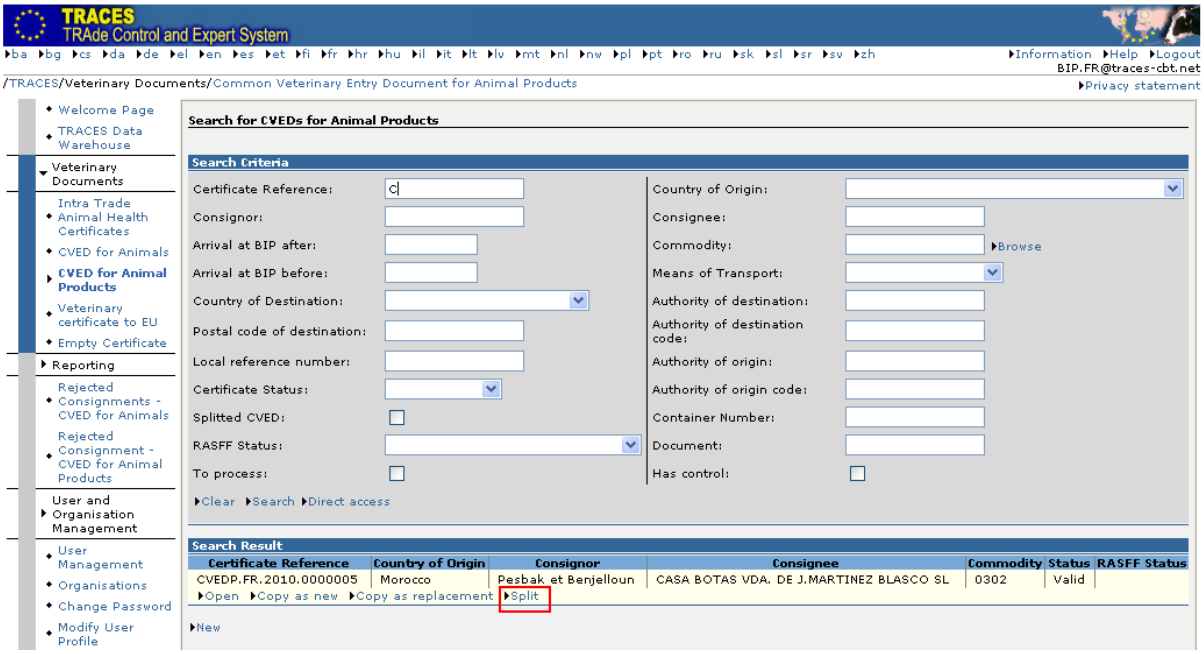
5.5 Cloning IMPORT into official documents

Some Non-EU countries could use TRACES for the validation of health certificates for the consignments destined to the EU/EFTA/EEA countries.
In order to facilitate the issuing an official document at the border, the data validated within the IMPORT documents, can be transferred automatically to the relevant official document (CVEDA/CVEDP/CED). This is called the 'cloning' functionality within TRACES.
Both BIP/DPE/DPI and the Person Responsible for load have this option.

Please refer to the **'Manual on cloning IMPORT to CVED'** [73] for more information on this TRACES functionality.

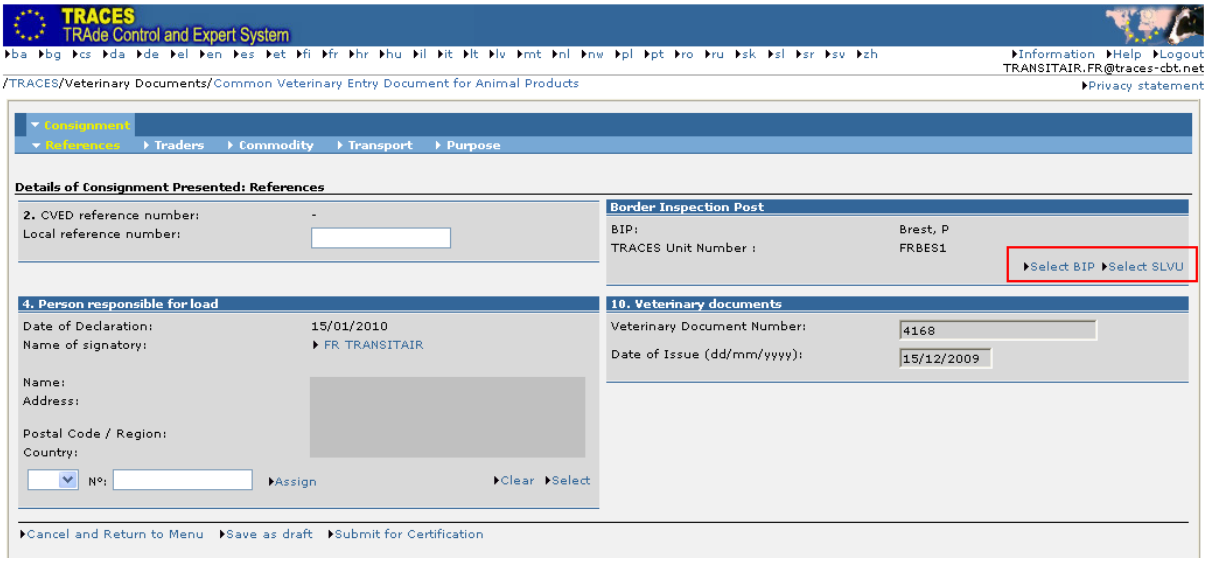
5.6 Splitting of consignments (CVEDP)

Within the importation framework of 'Non-conforming' consignments or consignments destined to internal market with a custom warehouse as 'Delivery address' (CVEDP)), it is possible to create one or more subsequent CVEDPs, by use of the 'Split' button underneath the consignments' first CVED.



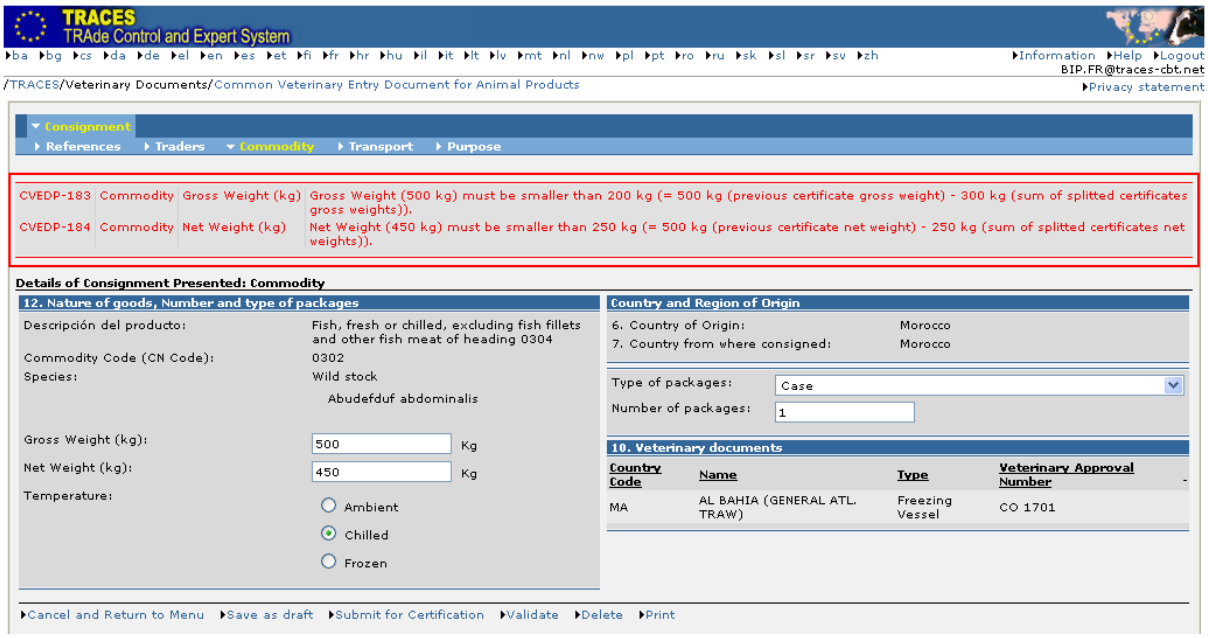
The 'Split' function automatically recopies all information of Part I of the CVED, into the subsequent documents, while allowing modification of data in some boxes. Some other boxes are automatically reset or adapted (cf. net/gross weight, number of packages, identification of the means of transport etc).
The person responsible for load has the possibility to select another competent authority in the tab "References".

73 Available on the Information website of TRACES (CIRCA):
http://circa.europa.eu/Public/irc/sanco/tracesinfo/library?l=/manuals/manual_import_cved&vm=detailed&sb=Title

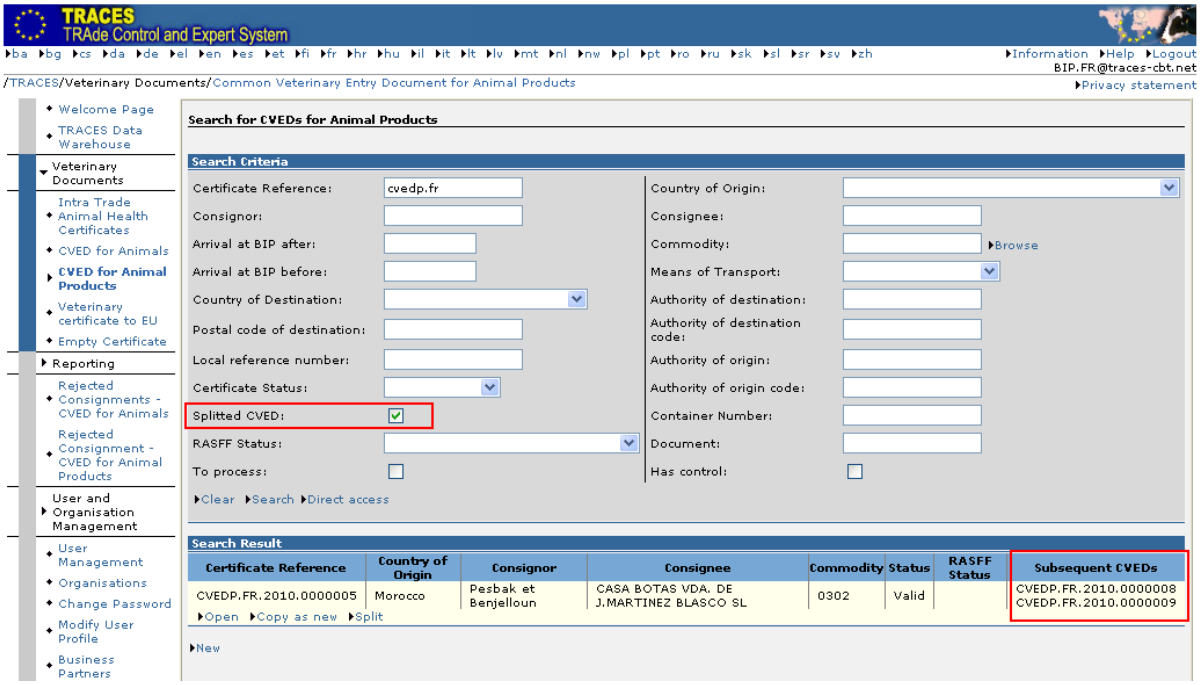


A new CVED reference number is inserted in box 2 "CVED reference number".
It is not possible to select the options of "Transhipment to" or "Transfer to" and "For re-import".

In Part II, which is entirely modifiable, the CVED number appears in the form of a hyperlink in the box "Previous CVED" of the new official document and all the numbers of the successive CVEDs appear in the box "Subsequent CVED" of the first official document.
A comparison check between the information inserted in the new official document and that in the first CVED exists.


TRACES
TRAde Control and Expert System
Information Help Logout
BIP.FR@traces-cbt.net
/TRACES/Veterinary Documents/Common Veterinary Entry Document for Animal Products
Privacy statement
Consignment
References Traders Commodity Transport Purpose
CVEDP-183 Commodity Gross Weight (kg) Gross Weight (500 kg) must be smaller than 200 kg (= 500 kg (previous certificate gross weight) - 300 kg (sum of splitted certificates gross weights)).
CVEDP-184 Commodity Net Weight (kg) Net Weight (450 kg) must be smaller than 250 kg (= 500 kg (previous certificate net weight) - 250 kg (sum of splitted certificates net weights)).
Details of Consignment Presented: Commodity
12. Nature of goods, Number and type of packages
Descripción del producto: Fish, fresh or chilled, excluding fish fillets and other fish meat of heading 0304
Commodity Code (CN Code): 0302
Species: Wild stock
Abudefduf abdominalis
Gross Weight (kg): 500 Kg
Net Weight (kg): 450 Kg
Temperature:
Ambient
Chilled
Frozen
Country and Region of Origin
6. Country of Origin: Morocco
7. Country from where consigned: Morocco
Type of packages: Case
Number of packages: 1
10. Veterinary documents
Country Code | Name | Type | Veterinary Approval Number
MA | AL BAHIA (GENERAL ATL. TRAW) | Freezing Vessel | CO 1701
Cancel and Return to Menu Save as draft Submit for Certification Validate Delete Print

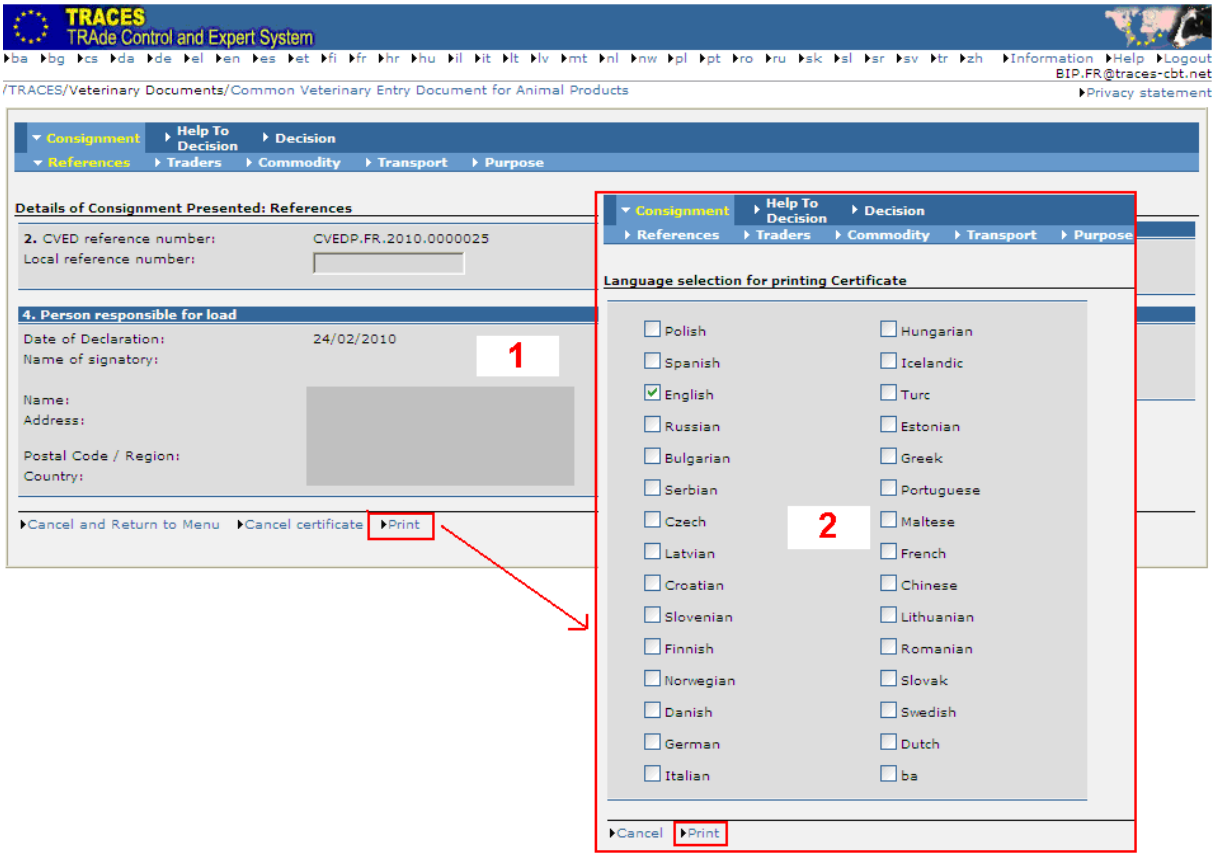
When the function "Split" is used, it is no longer possible to replace this CVED.
A CVED can be directly searched for by the person responsible for load, the competent authority with the function "Direct access" in the search screen with the TRACES CVED reference number.
A check box allows retrieval of all the CVEDs which have been the object of splitting. In this case the first CVED and the subsequent CVEDs are attached together.


TRACES
TRAde Control and Expert System
Information Help Logout
BIP.FR@traces-cbt.net
/TRACES/Veterinary Documents/Common Veterinary Entry Document for Animal Products
Privacy statement
Welcome Page
TRACES Data Warehouse
Veterinary Documents
Intra Trade Animal Health Certificates
CVED for Animals
CVED for Animal Products
Veterinary certificate to EU
Empty Certificate
Reporting
Rejected Consignments - CVED for Animals
Rejected Consignment - CVED for Animal Products
User and Organisation Management
User Management
Organisations
Change Password
Modify User Profile
Business Partners
Search for CVEDs for Animal Products
Search Criteria
Certificate Reference: cvedp.fr
Consignor:
Arrival at BIP after:
Arrival at BIP before:
Country of Destination:
Postal code of destination:
Local reference number:
Certificate Status:
Splitted CVED:
RASFF Status:
To process:
Country of Origin:
Consignee:
Commodity: Browse
Means of Transport:
Authority of destination:
Authority of destination code:
Authority of origin:
Authority of origin code:
Container Number:
Document:
Has control:
Clear Search Direct access
Search Result
Certificate Reference
Country of Origin
Consignor
Consignee
Commodity
Status
RASFF Status
Subsequent CVEDs
CVEDP.FR.2010.0000005
Morocco
Pesbak et Benjelloun
CASA BOTAS VDA. DE J.MARTINEZ BLASCO SL
0302
Valid
CVEDP.FR.2010.0000008
CVEDP.FR.2010.0000009
Open Copy as new Split
New

5.7 Print official documents

5.7.1 SUBMITTED OFFICIAL DOCUMENTS

Open a submitted official document and click on the 'Print' button (1).
You are redirected to another web page (2) where one or more languages can be selected to print the official document, which will be presented in PDF format.

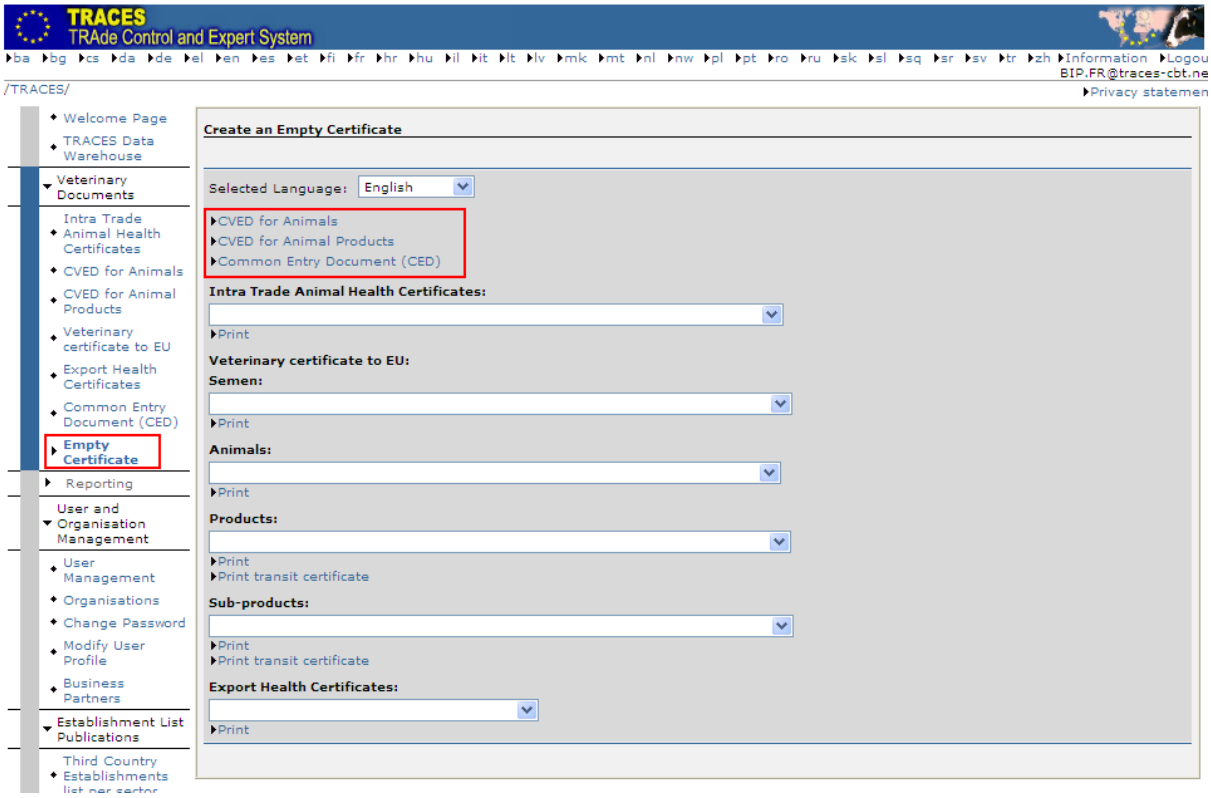


The status of official documents appears as an overprint (watermark).
Only a valid official document has the overprint 'ORIGINAL'. With the status of 'New', there is no overprint. Other overprints are for the statuses of 'Cancelled', 'Draft', 'Rejected' and 'Replaced'.

5.7.2 EMPTY CERTIFICATES (OFFICIAL DOCUMENT MODELS)

Users will find all official document models in the 'Veterinary documents' menu, 'Empty certificates' submenu.
There are two models for CVEDs: 'CVEDs for Animals' and 'CVEDs for Animal Products'.
There is one model for CED: 'Common Entry Document (CED)'

The language of the official document can also be selected from the appropriate drop-down list.
Click the desired hyperlink to be directed to another window, where the empty official document is presented in PDF format.



5.8 Automated TRACES e-mail notifications

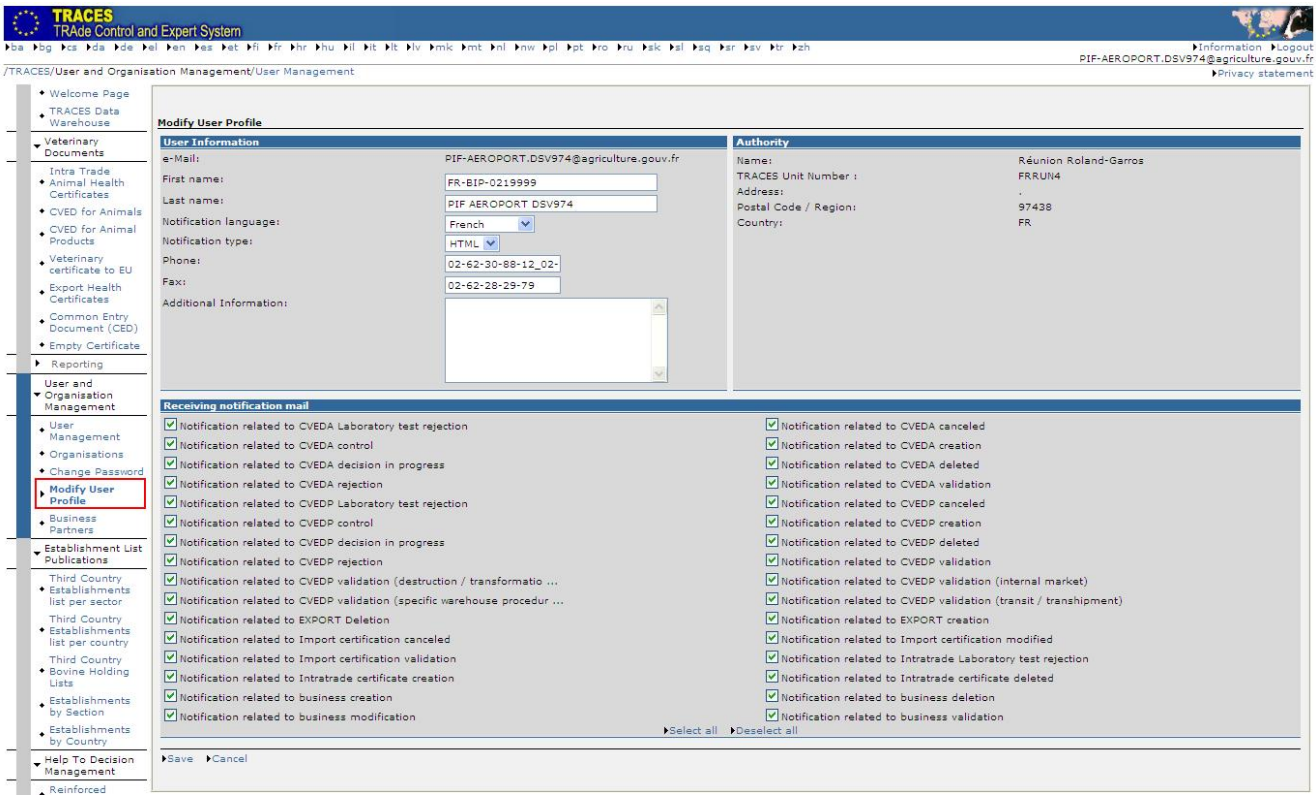
5.8.1 CATEGORIES

Automated TRACES e-mail notifications are sent to all valid and active TRACES users concerned once a day to inform them of certain actions performed or to be performed in TRACES.

These notifications are listed by category:
* Business (organisations) related information: creation, modification, validation, deletion
* Official documents: creation, validation, rejection, control, laboratory test rejection, cancellation, deletion:

IMPORT
CVEDA
CVEDP
CED
INTRA
EXPORT

Note – categories:
Automated CVEDP e-mail notifications are classified by following categories:
- Notifications for acceptability for transit/transhipment (boxes 30 and 31),
- Notifications for acceptability for internal market (box 32),
- Notifications for channelling (box 33) and specific warehouse procedures (box 34),
- Notifications for unacceptability in the event of destruction or transformation (box 35).

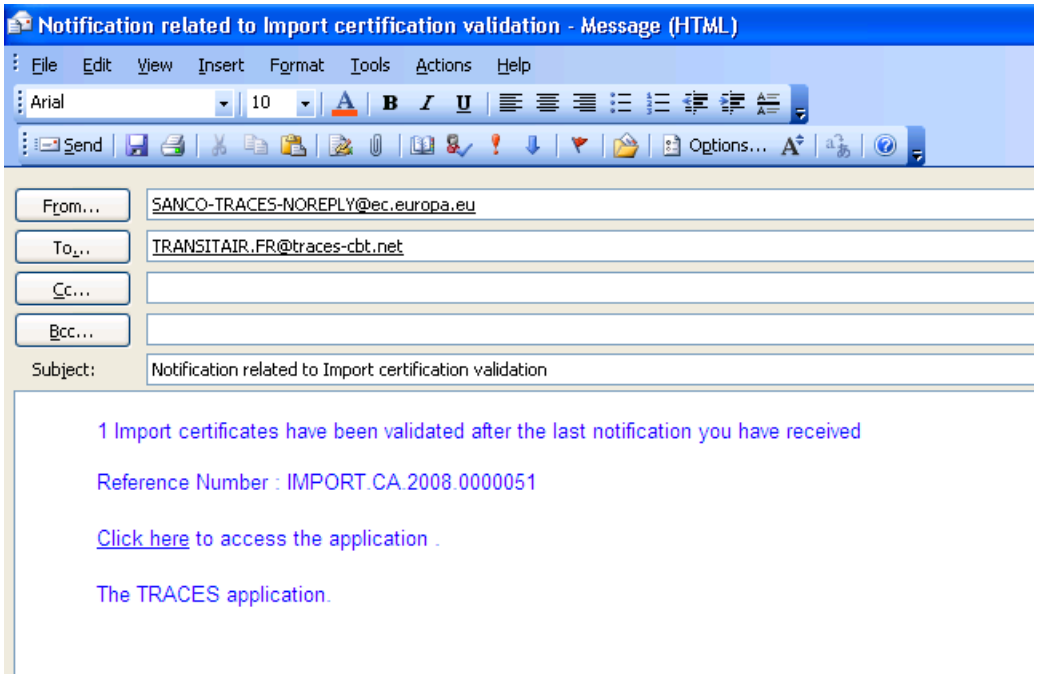

TRACES
TRAde Control and Expert System
Information
Logout
PIF-AEROPORT.DSV974@agriculture.gouv.fr
/TRACES/User and Organisation Management/User Management
Privacy statement
Welcome Page
TRACES Data Warehouse
Veterinary Documents
Intra Trade Animal Health Certificates
CVED for Animals
CVED for Animal Products
Veterinary certificate to EU
Export Health Certificates
Common Entry Document (CED)
Empty Certificate
Reporting
User and Organisation Management
User Management
Organisations
Change Password
Modify User Profile
Business Partners
Establishment List Publications
Third Country Establishments list per sector
Third Country Establishments list per country
Third Country Bovine Holding Lists
Establishments by Section
Establishments by Country
Help To Decision Management
Reinforced
Modify User Profile
User Information
e-Mail: PIF-AEROPORT.DSV974@agriculture.gouv.fr
First name: FR-BIP-0219999
Last name: PIF AEROPORT DSV974
Notification language: French
Notification type: HTML
Phone: 02-62-30-88-12_02-
Fax: 02-62-28-29-79
Additional Information:
Authority
Name: Réunion Roland-Garros
TRACES Unit Number : FRRUN4
Address: .
Postal Code / Region: 97438
Country: FR
Receiving notification mail
Notification related to CVEDA Laboratory test rejection
Notification related to CVEDA control
Notification related to CVEDA decision in progress
Notification related to CVEDA rejection
Notification related to CVEDP Laboratory test rejection
Notification related to CVEDP control
Notification related to CVEDP decision in progress
Notification related to CVEDP rejection
Notification related to CVEDP validation (destruction / transformatio ...
Notification related to CVEDP validation (specific warehouse procedur ...
Notification related to EXPORT Deletion
Notification related to Import certification canceled
Notification related to Import certification validation
Notification related to Intratrade certificate creation
Notification related to business creation
Notification related to business modification
Notification related to CVEDA canceled
Notification related to CVEDA creation
Notification related to CVEDA deleted
Notification related to CVEDA validation
Notification related to CVEDP canceled
Notification related to CVEDP creation
Notification related to CVEDP deleted
Notification related to CVEDP validation
Notification related to CVEDP validation (internal market)
Notification related to CVEDP validation (transit / transhipment)
Notification related to EXPORT creation
Notification related to Import certification modified
Notification related to Intratrade Laboratory test rejection
Notification related to Intratrade certificate deleted
Notification related to business deletion
Notification related to business validation
Select all
Deselect all
Save
Cancel

TRACES users can choose which automated e-mail notifications they wish to receive by ticking the appropriate checkboxes, by going to the 'User and Organisation Management' menu and 'Modify User Profile' submenu.

The receipt of these automated TRACES e-mail notifications does not limit any access rights to the online TRACES information, which is instantly updated upon any modification made by the competent authority.

5.8.2 SECURED ACCESS

Access to the TRACES information is secured via hyperlinks within the automated TRACES e-mail notifications, enabling direct access to the updated information online, by use of the TRACES password.


Notification related to Import certification validation - Message (HTML)
File Edit View Insert Format Tools Actions Help
Arial 10
Send Options...
From... SANCO-TRACES-NOREPLY@ec.europa.eu
To... TRANSITAIR.FR@traces-cbt.net
Cc...
Bcc...
Subject: Notification related to Import certification validation
1 Import certificates have been validated after the last notification you have received
Reference Number : IMPORT.CA.2008.0000051
Click here to access the application .
The TRACES application.

In the event of third country-third country transit, transfer or transhipment, automated TRACES e-mail notifications are sent immediately upon validation of the official document, informing the competent authorities at the border concerned and the Non-EU countries of destination using TRACES.

In the event of rejection of an official document generated within TRACES, the Non-EU countries receive express automated TRACES e-mail notification.

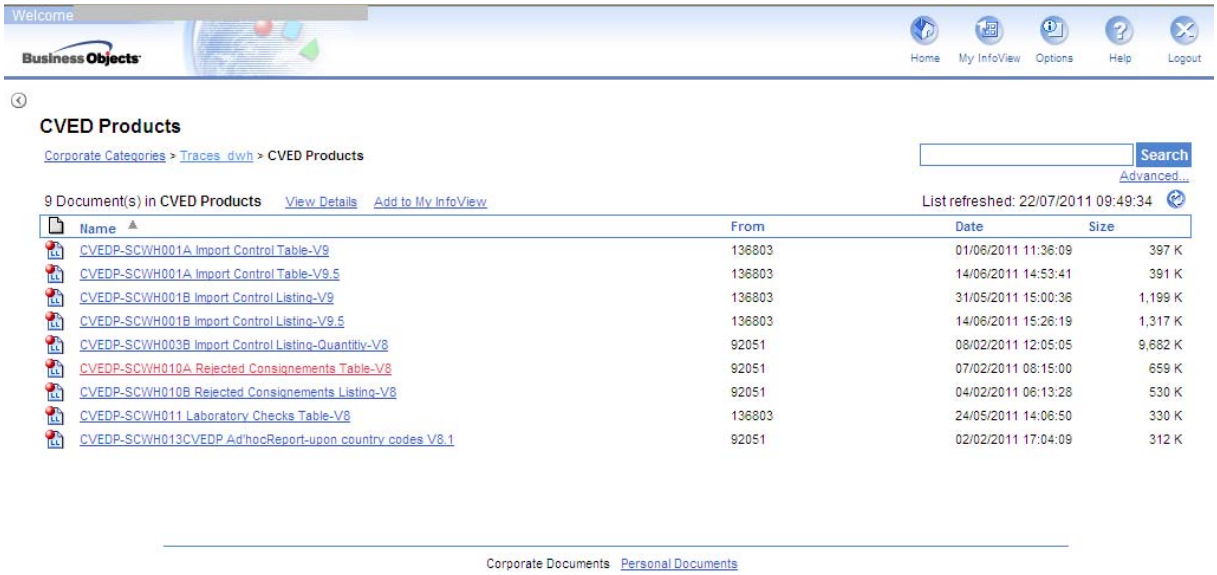
6 OTHER TRACES MENUS

6.1 'Reporting'

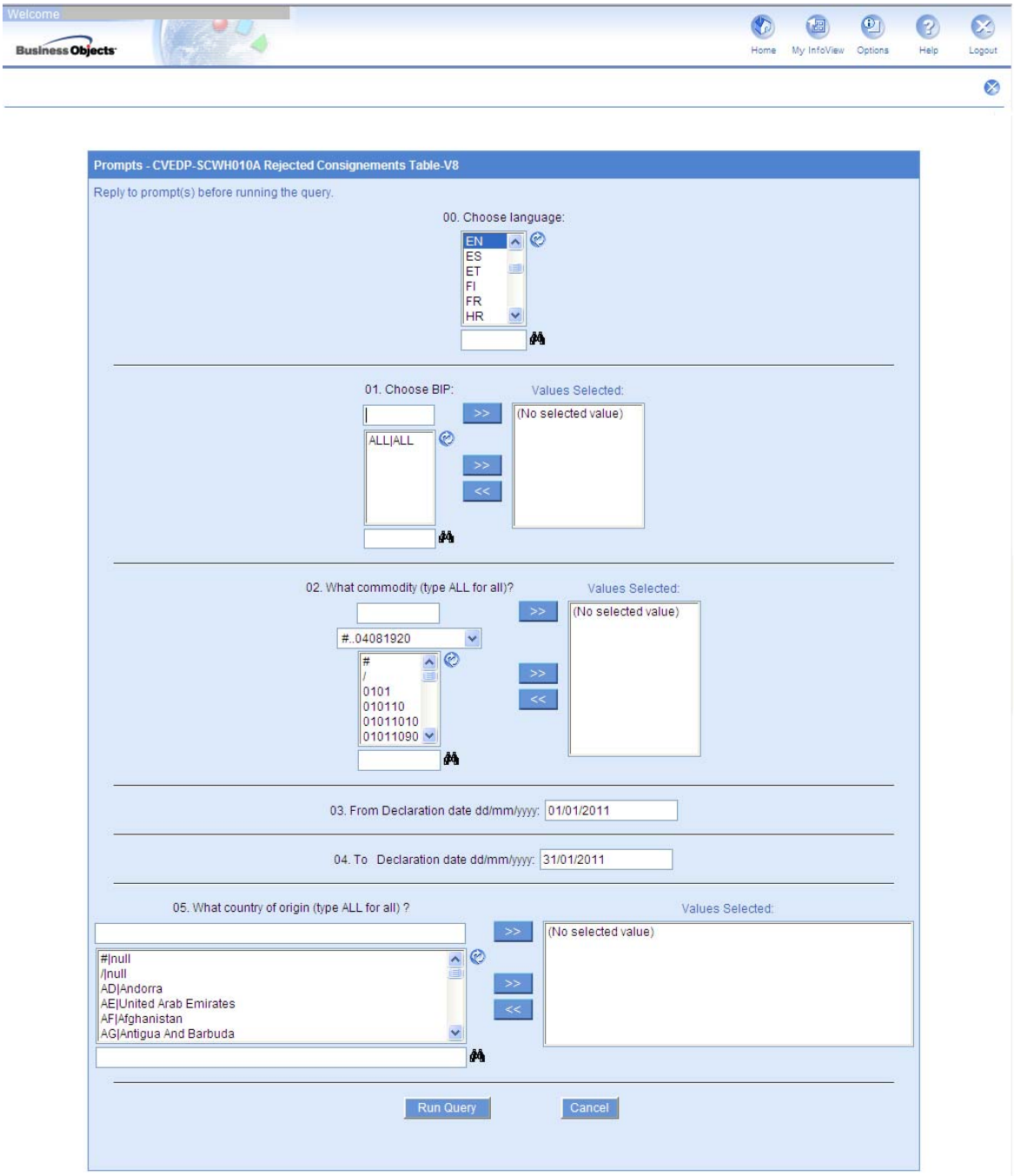
This menu authorises the consultation of consignments rejected at the border.
For this purpose, click on Rejected Consignments– CVED for Animals or Rejected Consignments – CVED for Animal Products [74].

Several search criteria can be used to refine the search for CVEDs.
EU/EFTA/EEA countries have access to all rejected EU/EFTA/EEA CVEDs, Non-EU countries only to their country's CVEDs.

6.2 'Data warehouse'


Welcome
Business Objects
Home
My InfoView
Options
Help
Logout
CVED Products
Corporate Categories > Traces_dwh > CVED Products
Search
Advanced...
9 Document(s) in CVED Products
View Details
Add to My InfoView
List refreshed: 22/07/2011 09:49:34
Name
From
Date
Size
CVEDP-SCWH001A Import Control Table-V9 136803 01/06/2011 11:36:09 397 K
CVEDP-SCWH001A Import Control Table-V9.5 136803 14/06/2011 14:53:41 391 K
CVEDP-SCWH001B Import Control Listing-V9 136803 31/05/2011 15:00:36 1,199 K
CVEDP-SCWH001B Import Control Listing-V9.5 136803 14/06/2011 15:26:19 1,317 K
CVEDP-SCWH003B Import Control Listing-Quantitiv-V8 92051 08/02/2011 12:05:05 9,682 K
CVEDP-SCWH010A Rejected Consignements Table-V8 92051 07/02/2011 08:15:00 659 K
CVEDP-SCWH010B Rejected Consignements Listing-V8 92051 04/02/2011 06:13:28 530 K
CVEDP-SCWH011 Laboratory Checks Table-V8 136803 24/05/2011 14:06:50 330 K
CVEDP-SCWH013CVEDP Ad'hocReport-upon country codes V8.1 92051 02/02/2011 17:04:09 312 K
Corporate Documents
Personal Documents

74 This functionality is not (yet) available for CED



Standardised reports allow the competent authorities to monitor their activities. A criteria selection screen can be used to refine searches. Retrieval takes the form of a summary table or listing. Only information directly concerning the competent authority is accessible with no time limit.

6.3 'Welcome page'

The welcome page is used to disseminate both information associated with TRACES (availability, technical interventions, new versions etc) and important health information (safeguard measures, etc)

6.4 'User and organisation management'

6.4.1 MODIFY USER PROFILE

The 'Modify user profile' submenu, available within the 'User and Organisation Management' menu, provides for:

* selecting and deselecting the categories of automated TRACES e-mail notifications which the user wishes to receive.
* verifying the competent authority or the organisation[75] linked to your profile.
* modifying the language of automatic notification e-mails, the notification type (HTML/Text) and other user related data; except for the login (e-mail address). Modification to the e-mail address must be requested from your competent authority.

6.4.2 CHANGE PASSWORD

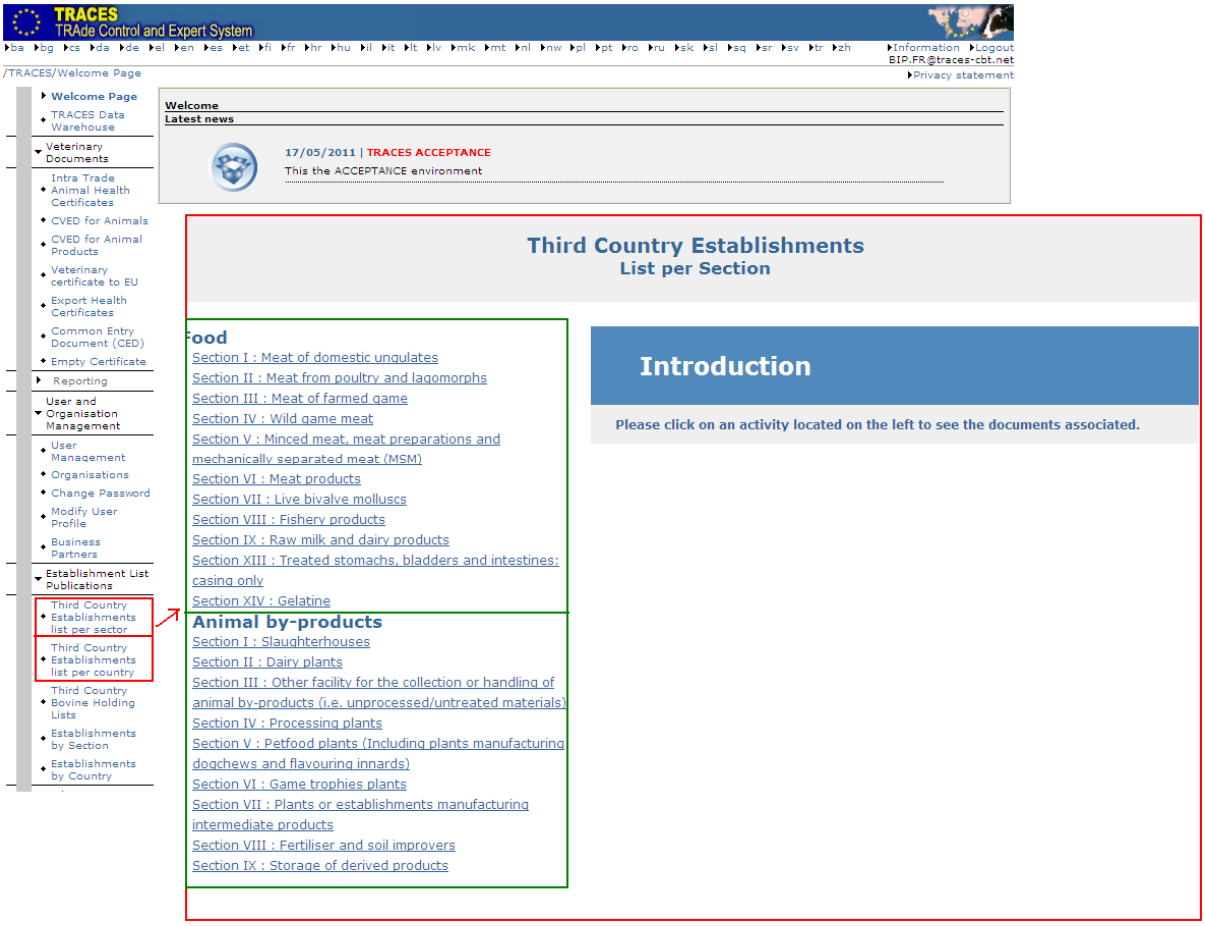
The TRACES user can change his password and security question and answer whenever he wishes.

6.5 'Establishment List Publications'

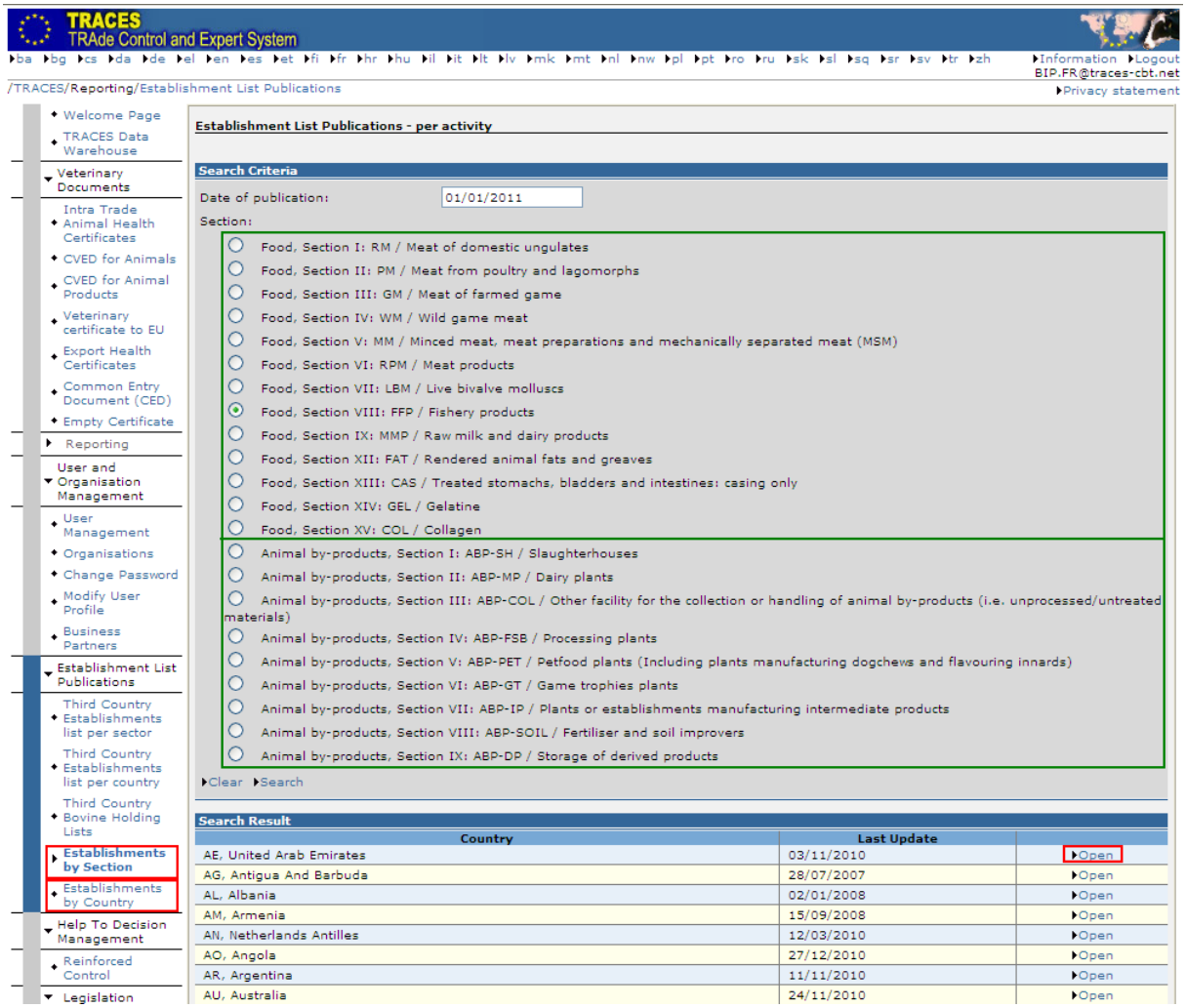
Users access this menu to find lists of third country establishments which are authorised to export certain products to the EU/EFTA/EEA.

a) Consultation the latest publication on the 'Europa' Portal is possible via the 'Establishment List Publications' menu and 'Third Country Establishments list per sector' submenu or 'Third Country Establishments list per country' submenu.

75 In case you are a business (private) user.


TRACES
TRAde Control and Expert System
Welcome Page
TRACES Data Warehouse
Veterinary Documents
Intra Trade Animal Health Certificates
CVED for Animals
CVED for Animal Products
Veterinary certificate to EU
Export Health Certificates
Common Entry Document (CED)
Empty Certificate
Reporting
User and Organisation Management
User Management
Organisations
Change Password
Modify User Profile
Business Partners
Establishment List Publications
Third Country Establishments list per sector
Third Country Establishments list per country
Third Country Bovine Holding Lists
Establishments by Section
Establishments by Country
Welcome
Latest news
17/05/2011 | TRACES ACCEPTANCE
This the ACCEPTANCE environment
Third Country Establishments
List per Section
Section I : Meat of domestic ungulates
Section II : Meat from poultry and lagomorphs
Section III : Meat of farmed game
Section IV : Wild game meat
Section V : Minced meat, meat preparations and mechanically separated meat (MSM)
Section VI : Meat products
Section VII : Live bivalve molluscs
Section VIII : Fishery products
Section IX : Raw milk and dairy products
Section XIII : Treated stomachs, bladders and intestines: casing only
Section XIV : Gelatine
Animal by-products
Section I : Slaughterhouses
Section II : Dairy plants
Section III : Other facility for the collection or handling of animal by-products (i.e. unprocessed/untreated materials)
Section IV : Processing plants
Section V : Petfood plants (Including plants manufacturing dogchews and flavouring innards)
Section VI : Game trophies plants
Section VII : Plants or establishments manufacturing intermediate products
Section VIII : Fertiliser and soil improvers
Section IX : Storage of derived products
Introduction
Please click on an activity located on the left to see the documents associated.

b) Consultation an archived publication for a specific date is possible via the 'Establishment List Publications' menu and the 'Establishments by Section' submenu or 'Establishments by Country' submenu.


TRACES
TRAde Control and Expert System
Information
Logout
BIP.FR@traces-cbt.net
Privacy statement
/TRACES/Reporting/Establishment List Publications
Welcome Page
TRACES Data Warehouse
Veterinary Documents
Intra Trade Animal Health Certificates
CVED for Animals
CVED for Animal Products
Veterinary certificate to EU
Export Health Certificates
Common Entry Document (CED)
Empty Certificate
Reporting
User and Organisation Management
User Management
Organisations
Change Password
Modify User Profile
Business Partners
Establishment List Publications
Third Country Establishments list per sector
Third Country Establishments list per country
Third Country Bovine Holding Lists
Establishments by Section
Establishments by Country
Help To Decision Management
Reinforced Control
Legislation
Establishment List Publications - per activity
Search Criteria
Date of publication: 01/01/2011
Section:
Food, Section I: RM / Meat of domestic ungulates
Food, Section II: PM / Meat from poultry and lagomorphs
Food, Section III: GM / Meat of farmed game
Food, Section IV: WM / Wild game meat
Food, Section V: MM / Minced meat, meat preparations and mechanically separated meat (MSM)
Food, Section VI: RPM / Meat products
Food, Section VII: LBM / Live bivalve molluscs
Food, Section VIII: FFP / Fishery products
Food, Section IX: MMP / Raw milk and dairy products
Food, Section XII: FAT / Rendered animal fats and greaves
Food, Section XIII: CAS / Treated stomachs, bladders and intestines: casing only
Food, Section XIV: GEL / Gelatine
Food, Section XV: COL / Collagen
Animal by-products, Section I: ABP-SH / Slaughterhouses
Animal by-products, Section II: ABP-MP / Dairy plants
Animal by-products, Section III: ABP-COL / Other facility for the collection or handling of animal by-products (i.e. unprocessed/untreated materials)
Animal by-products, Section IV: ABP-FSB / Processing plants
Animal by-products, Section V: ABP-PET / Petfood plants (Including plants manufacturing dogchews and flavouring innards)
Animal by-products, Section VI: ABP-GT / Game trophies plants
Animal by-products, Section VII: ABP-IP / Plants or establishments manufacturing intermediate products
Animal by-products, Section VIII: ABP-SOIL / Fertiliser and soil improvers
Animal by-products, Section IX: ABP-DP / Storage of derived products
Clear
Search
Search Result
Country
Last Update
AE, United Arab Emirates 03/11/2010 Open
AG, Antigua And Barbuda 28/07/2007 Open
AL, Albania 02/01/2008 Open
AM, Armenia 15/09/2008 Open
AN, Netherlands Antilles 12/03/2010 Open
AO, Angola 27/12/2010 Open
AR, Argentina 11/11/2010 Open
AU, Australia 24/11/2010 Open

6.6 'Legislation'

This directs the user to the welcome page of EUR-Lex, the website for European Union law and other documents considered to be public.

This site is a part of Europa
About EUR-Lex | Site map | FAQ | Help | Contact | Useful links | Legal notice
EUR-Lex Access to European Union law
English (en)
Please select a language
български (bg)
español (es)
čeština (cs)
dansk (da)
Deutsch (de)
eesti keel (et)
ελληνικά (el)
English (en)
français (fr)
Gaeilge (ga)
italiano (it)
latviešu valoda (lv)
lietuvių kalba (lt)
magyar (hu)
Malti (mt)
Nederlands (nl)
polski (pl)
português (pt)
română (ro)
slovenčina (sk)
slovenščina (sl)
suomi (fi)
svenska (sv)
EUROPA > EUR-Lex Home
OFFICIAL JOURNAL
SIMPLE SEARCH
by word
by document number
by date
by OJ reference
by CELEX number
more options...
ADVANCED SEARCH
COLLECTIONS
Treaties
International agreements
Legislation in force
Preparatory acts
Case-law
Parliamentary questions
PRACTITIONER'S CORNER
Budget of the European Union
ECICS
The institutions' registers
TARIC
EU Pesticides Database
EU legislation on statistics
About EU law
Summaries of EU Legislation
The ABC of European Union law
Legislative drafting
Last updated: 01/06/2011
News
Thematic files
Legislation on selected themes
01/06/2011: Volunteering » new
Selection of new documents
31/05/2011: Regulation (EU) No 510/2011 of the European Parliament and of the Council of 11 May 2011 setting emission performance standards for new light commercial vehicles as part of the Union's integrated approach to reduce CO2 emissions from light-duty vehicles (Text with EEA relevance) pdf
31/05/2011: 2011/314/EU: Commission Decision of 12 May 2011 concerning the technical specification for interoperability relating to the 'operation and traffic management' subsystem of the trans-European conventional rail system (notified under document C(2011) 3099) (Text with EEA relevance) pdf
31/05/2011: 2011/321/EU: Commission Implementing Decision of 27 May 2011 establishing, pursuant to Directive 2006/7/EC of the European Parliament and of the Council, a symbol for information to the public on bathing water classification and any bathing prohibition or advice against bathing pdf
19/05/2011: Directive 2011/51/EU of the European Parliament and of the Council of 11 May 2011 amending Council Directive 2003/109/EC to extend its scope to beneficiaries of international protection (Text with EEA relevance) pdf
19/05/2011: 2011/286/EU: Decision of the European Parliament and of the Council of 2 May 2011 on mobilisation of the European Union Solidarity Fund, in accordance with point 26 of the Interinstitutional Agreement of 17 May 2006 between the European Parliament, the Council and the Commission on budgetary discipline and sound financial management pdf
Newsletter 18/4/2011 de en fr
Connection
Free registration
www.eu2011.hu
Other sites managed by the Publications Office
N-Lex
A common gateway to national law

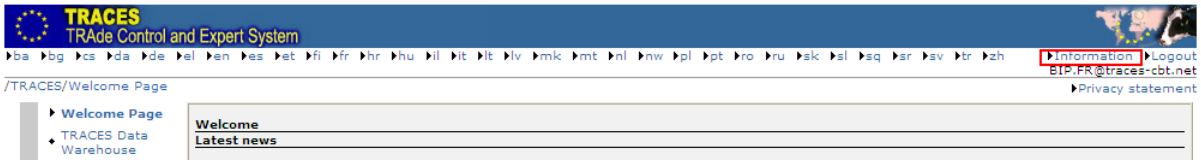
7 FURTHER INFORMATION AND CONTACT

The modern, multilingual network architecture called TRACES which stands for 'Trade Control and Expert System' is established by the Directorate General for Health and Consumers (DG SANCO).

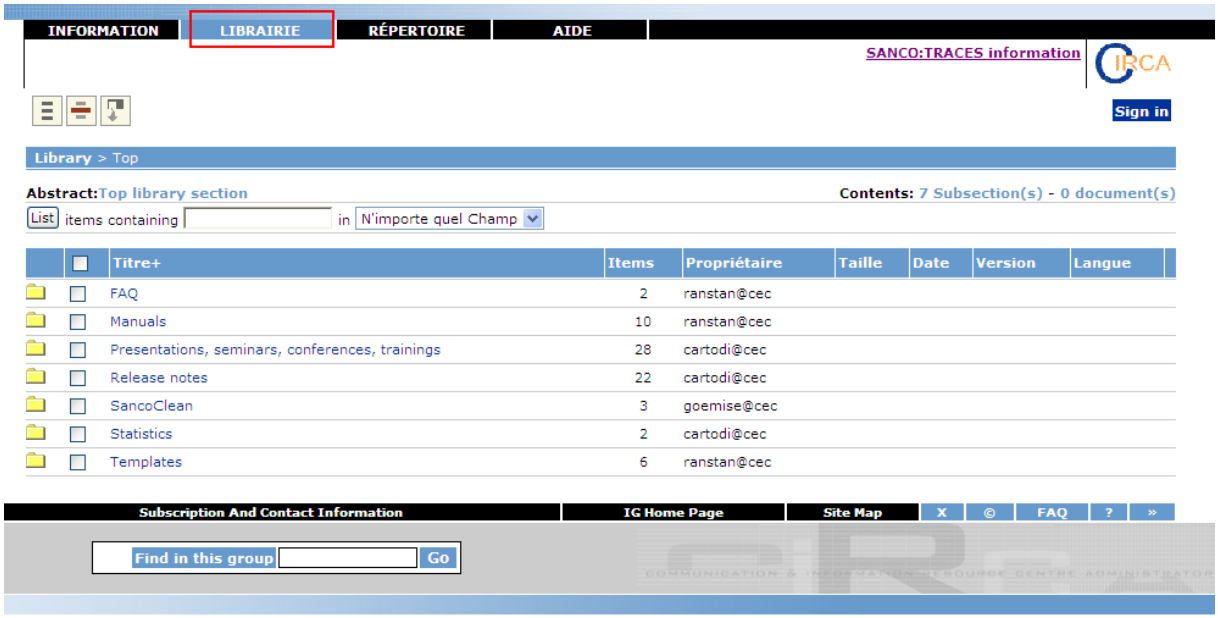
TRACES is an online web-based system, networking veterinary authorities in all EU countries and Non-EU countries via agreements, in order to secure the animal health, animal welfare and 'public health.

For additional questions please send an e-mail to: sanco-traces@ec.europa.eu or contact at (+32)2 29 74 058.

The 'Information' button in the upper right of the TRACES window, redirects the user to the welcome page of the CIRCA website (Commission's Communication and Information Resources Centre Administrator):



All information on TRACES is displayed within the LIBRARY tab:



8 ANNEX A – OVERVIEW ESTABLISHMENT ACTIVITY TYPES

TRACES - Establishment activity types			
Type	**Appr.nr**[76]	**Code**	**Legislation**
'Regular' Establishment types			
Approved body	C	NA	Permanent, geographically limited establishment as defined in Directive 92/65/EEC.
Aquaculture holding	C	NA	Undertaking carrying out the activities related to the rearing, keeping or cultivation of aquaculture animals (Directive 2006/88/EC)
Assembly centre	C	NA	Approved structure for bovine, porcine, ovine, caprine and equidae as defined in Directive 64/432/EEC, 91/68/EEC and Dir 90/426/EEC. ;
Bovine embryos team	C	NA	Approved structure for collection or production of embryos and ova of bovine animals (Directive 89/556/EEC)
Bovine holding	C	NA	Agricultural establishment for bovine animals (Directive 90/425/EEC)
Bovine semen centre	C	NA	Approved structure for collection or storage of semen of bovine animals (Directive 88/407/EEC)
Collection Centre	C	NA	'Premises other than processing plants in which the animal by-products are collected with the intention to be used for feeding to the animals (Regulation (EC) 1069/2009)
Commercial transporter	C	NA	Any natural or legal person transporting animals, products of animal origin, animal products or food and feed of non-animal origin where such transport is of a commercial nature.
Control Post	C	NA	Place where live animals are accommodated for at least 24 hours in accordance with Regulation (EC) No 1255/97.
Dealer	C	NA	Any natural or legal person who buys and sells ovine, bovine, caprine and porcine animals commercially either directly or indirectly in accordance with Directives 64/432/EEC and 91/68/EEC.numbering accordance with
Dealer's premise	C	NA	Registered premises used by dealers in connection with their business (Directives 64/432/EEC and 91/68/EEC)
Equine embryo team	C	NA	Approved structure for collection or production of embryos and ova of the equine species (Directive 92/65/EEC)
Equine semen centre	C	NA	Approved structure for collection or storage of semen of the equine species (Directive 92/65/EEC)
Establishment		NA	Business for production of the products of animal origin, animal products or food and feed of non-animal origin (reserved for EU/EEA/EFTA countries)

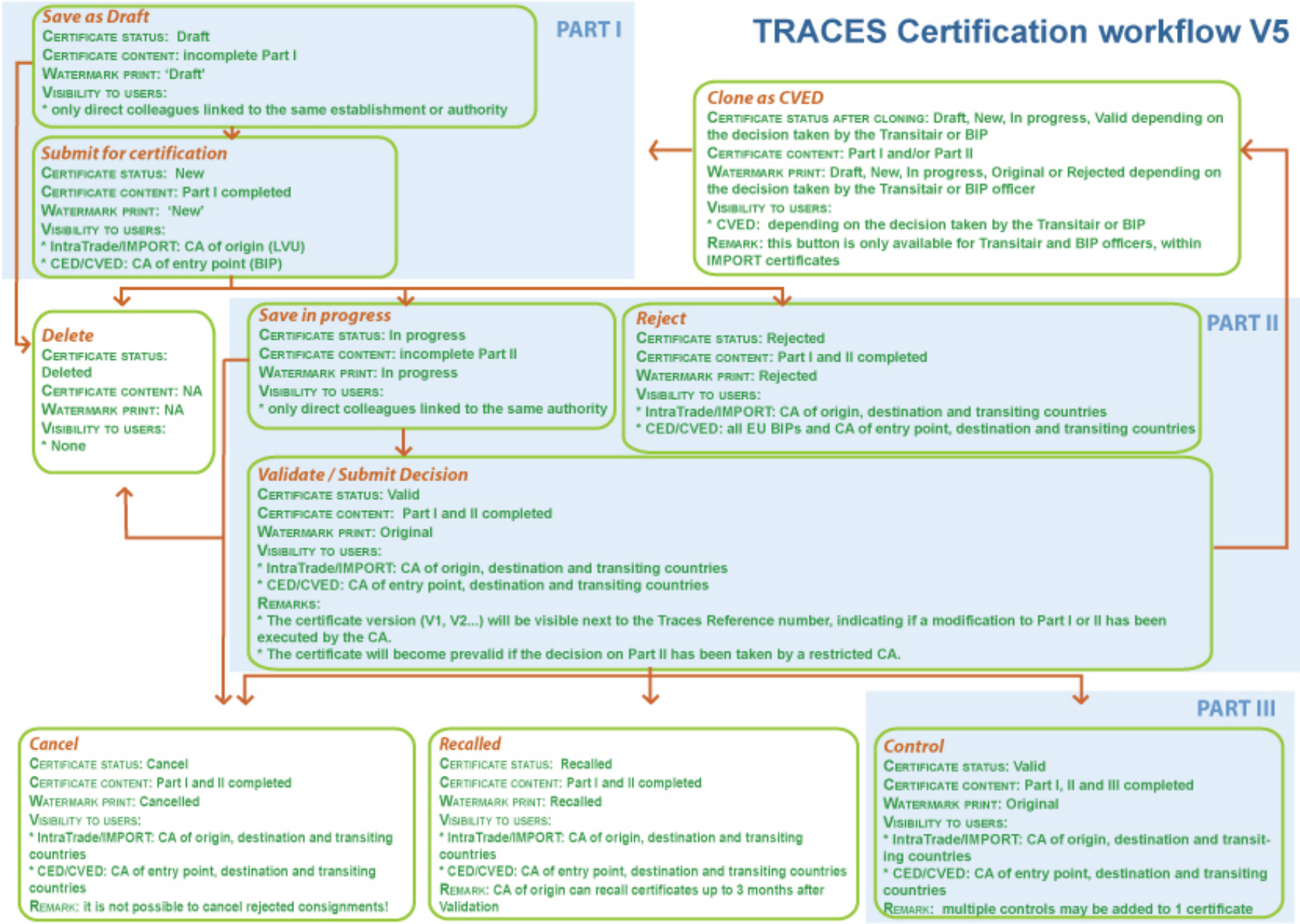
[76] The approval number is signed by TRACES if not indicated by the competent authority

Exporter		NA	Commercial organisation dispatching the consignment.
Feeding Stuff Establishment	C	NA	Premises or facilities for the production of feedingstuff
Free warehouses	C	NA	Premises or facilities in accordance with Articles 12 and 13 of Directive 97/78/EC.
Importer		NA	Commercial organisation importing the consignment
Intermediate Plant	C	NA	Premises or facilities for the certain animal by-products in accordance with the Regulation (EC) 1069/2009
Non-Approved Establishment		NA	Business for production of the products of animal origin, animal products or food and feed of non-animal origin (reserved for non-EU countries), which do not require EU approval.
Other species embryo team	C	NA	Approved structure for collection or production of embryos and ova of the animals other than bovine, porcine, ovine, caprine and equine species.
Other species location		NA	Agriculture holding for the animals other than bovine, ovine, caprine and porcine species or poultry.
Other species semen centre	C	NA	Approved structure for collection or storage of semen of the animals other than bovine, porcine, ovine, caprine and equine species.
Ovine/Caprine semen centre	C	NA	Approved structure for collection or storage of semen of ovine and caprine species (Directive 92/65/EEC)
Ovine/Caprine holding	C	NA	Agricultural establishment for ovine and caprine species (Directive 90/425/EEC)
Ovine/Caprine embryo team	C	NA	Approved structure for collection or production of embryos and ova of the ovine and caprine species (Directive 92/65/EEC)
Pet Food establishment	C	NA	Premises or facilities fro the production of petfood or flavouring innards in accordance with the Regulation (EC) 1069/2009
Person responsible for the load		NA	Any natural or legal person who is in charge of the consignment when presented to the competent authorities responsible for the official controls and make the necessary declaration to the competent authorities on behalf of the importer.
Porcine embryo team	C	NA	Approved structure for collection or production of embryos and ova of the porcine species (Directive 92/65/EEC)
Porcine holding	C	NA	Agricultural establishment for porcine species (Directive 90/425/EEC)
Porcine semen centre	C	NA	Approved structure for collection or storage of semen of porcine species (Directives 90/429/EEC and 88/407/EEC)
Poultry farm		NA	Agricultural establishment for poultry in accordance with the Directive 90/539/EEC
Private transporter		NA	Any natural or legal person transporting animals, products of animal origin, animal products or food and feed of non-animal origin where such transport is of a private nature.
Quarantine	C	NA	Quarantine facilities or centres for the importation of birds other than poultry and domestic carnivores (Regulation (Ec) 318/2007 and Directive 92/65/EEC)
Listed Establishment types (reserved for the non-EU countries)			
Cold Stores	C	CS	

Cutting Plant	C	CP	An establishment used for boning and/or cutting up meat (Regulation (EC) 853/2004)
Dispatch Centre	C	DC	Any on-shore or off-shore establishment for the reception, conditioning, washing, cleaning, grading, wrapping and packaging of live bivalve molluscs fit for human consumption (Regulation (EC) 853/2004)
Egg-packing Centre	C	EPC	An establishment where eggs are graded by quality and weight (Regulation (EC) 853/2004) .
Factory Vessel	C	FV	Any vessel on board of which fishery products undergo one or more of the following operations followed by wrapping or packaging and, if necessary, chilling or freezing: filleting, slicing, skinning, shelling, shucking, mincing or processing (Regulation (EC) 853/2004)
Freezing Vessel	C	ZV	Any vessel on board of which freezing of fishery products is carried out, where appropriate after preparatory work such as bleeding, heading, gutting and removal of fins and, where necessary, followed by wrapping or packaging (Regulation (EC) 853/2004) .
Game-Handling Establishment	C	GHE	Any establishment in which game and game meat obtained after hunting are prepared for placement on the market (Regulation (EC) 853/2004)
Meat Preparation Plant	C	MP	Plant for the production of meat preparations (Regulation (EC) 853/2004)
Mechanically Separated Meat Plant	C	MSM	Plant for the production of MSM (Regulation (EC) 853/2004)
Minced Meat Plant	C	MM	Plant for the production of minced meat (Regulation (EC) 853/2004)
Processing Plant	C	PP	Plant for processing the products of animal origin for food purposes (Regulation (EC) 853/2004)
Production Areas	C	Z	Any sea, estuarine or lagoon area, containing either natural beds of bivalve molluscs or sites used for the cultivation of bivalve molluscs, and from which live bivalve molluscs are taken (Regulation (EC) 853/2004) .
Slaughterhouse	C	SH	An establishment used for slaughtering and dressing animals, the meat of which is intended for human consumption (Regulation (EC) 853/2004) .
Semen collection centre	C	SCC	An officially approved and officially supervised establishment situated in the territory of a non-EU country, in which semen is produced for use in artificial insemination (Directives 88/407/EEC, 92/65/EEC, 90/429/EEC)
Semen storage centre	C	SSC	An officially approved and officially supervised establishment situated in the territory of non-EU country in which semen is stored for use in artificial insemination (Directives 88/407/EEC, 92/65/EEC, 90/429/EEC)
Embryo collection team	C	ECT	An officially approved group of technicians or structure supervised by a team veterinarian competent to perform the collection, processing and storage of embryos in non-EU country (Directives 92/65/EEC,
Embryo production team	C	FIV	An officially approved embryo collection team for in vitro fertilization in non-EU country (Directives 88/407/EEC, 92/65/EEC, 90/429/EEC)

Category 1	C	CAT 1	Category of animal by-product concerned in accordance with Article 8 of Regulation (EC) No 1069/2009:
Category 2	C	CAT 2	Category of animal by-product concerned in accordance with Article 9 of Regulation (EC) No 1069/2009
Category 3	C	CAT 3	Category of animal by-product concerned in accordance with Article 10 of Regulation (EC) No 1069/2009
Legend: C = Compulsory			

9 ANNEX B – OVERVIEW CERTIFICATION WORKFLOW


TRACES Certification workflow V5
PART I
Save as Draft
CERTIFICATE STATUS: Draft
CERTIFICATE CONTENT: incomplete Part I
WATERMARK PRINT: 'Draft'
VISIBILITY TO USERS:
* only direct colleagues linked to the same establishment or authority
Submit for certification
CERTIFICATE STATUS: New
CERTIFICATE CONTENT: Part I completed
WATERMARK PRINT: 'New'
VISIBILITY TO USERS:
* IntraTrade/IMPORT: CA of origin (LVU)
* CED/CVED: CA of entry point (BIP)
Clone as CVED
CERTIFICATE STATUS AFTER CLONING: Draft, New, In progress, Valid depending on the decision taken by the Transitair or BIP
CERTIFICATE CONTENT: Part I and/or Part II
WATERMARK PRINT: Draft, New, In progress, Original or Rejected depending on the decision taken by the Transitair or BIP officer
VISIBILITY TO USERS:
* CVED: depending on the decision taken by the Transitair or BIP
REMARK: this button is only available for Transitair and BIP officers, within IMPORT certificates
Delete
CERTIFICATE STATUS: Deleted
CERTIFICATE CONTENT: NA
WATERMARK PRINT: NA
VISIBILITY TO USERS:
* None
Save in progress
CERTIFICATE STATUS: In progress
CERTIFICATE CONTENT: incomplete Part II
WATERMARK PRINT: In progress
VISIBILITY TO USERS:
* only direct colleagues linked to the same authority
Reject
CERTIFICATE STATUS: Rejected
CERTIFICATE CONTENT: Part I and II completed
WATERMARK PRINT: Rejected
VISIBILITY TO USERS:
* IntraTrade/IMPORT: CA of origin, destination and transiting countries
* CED/CVED: all EU BIPs and CA of entry point, destination and transiting countries
PART II
Validate / Submit Decision
CERTIFICATE STATUS: Valid
CERTIFICATE CONTENT: Part I and II completed
WATERMARK PRINT: Original
VISIBILITY TO USERS:
* IntraTrade/IMPORT: CA of origin, destination and transiting countries
* CED/CVED: CA of entry point, destination and transiting countries
REMARKS:
* The certificate version (V1, V2...) will be visible next to the Traces Reference number, indicating if a modification to Part I or II has been executed by the CA.
* The certificate will become prevalid if the decision on Part II has been taken by a restricted CA.
Cancel
CERTIFICATE STATUS: Cancel
CERTIFICATE CONTENT: Part I and II completed
WATERMARK PRINT: Cancelled
VISIBILITY TO USERS:
* IntraTrade/IMPORT: CA of origin, destination and transiting countries
* CED/CVED: CA of entry point, destination and transiting countries
REMARK: it is not possible to cancel rejected consignments!
Recalled
CERTIFICATE STATUS: Recalled
CERTIFICATE CONTENT: Part I and II completed
WATERMARK PRINT: Recalled
VISIBILITY TO USERS:
* IntraTrade/IMPORT: CA of origin, destination and transiting countries
* CED/CVED: CA of entry point, destination and transiting countries
REMARK: CA of origin can recall certificates up to 3 months after Validation
PART III
Control
CERTIFICATE STATUS: Valid
CERTIFICATE CONTENT: Part I, II and III completed
WATERMARK PRINT: Original
VISIBILITY TO USERS:
* IntraTrade/IMPORT: CA of origin, destination and transiting countries
* CED/CVED: CA of entry point, destination and transiting countries
REMARK: multiple controls may be added to 1 certificate